



# **KAERS and Finance Module Manual 2018-19**

*Note: This document refers to a database that may be amended without notice. Every effort will be made to update this document as necessary.*

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## Starting the New Program Year

After KAERS has been upgraded in July, it will be ready for programs to enter data. There are a few steps to activating your staff and location.

1. **Staff in Finance Module** – Go to Finance Module → Administration → Maintain Staff. Enter staff.
2. **Staff in KAERS** – Go to the staff section and make sure all staff are activated and tied to your location. This may be done individually (in each Staff record) or by batch activation (under the Location tab).
3. **Manage Location** – Make sure this is up-to-date on the Locations tab. Most of this information should be automatically populated by KY SKILLS U.
4. **Sites** – Make sure satellite sites are up-to-date and correct on the Sites tab within the Add/Edit Location section. Activate continuing sites.
5. **Contacts** - Complete all contact information on the Contacts tab within the Manage Locations section. The main contact will populate the KY SKILLS U website with contact information under Find an Adult Education center.
6. **Classes** – Enter classes for the new Fiscal Year on the Scheduling tab within the Manage Locations section.

**NOTE:** Once location, staff, all four required contacts, and classes are updated and entered in KAERS, you will have the ability to begin enrolling your students.

## How to Contact a Program

At the bottom of every screen in KAERS, you will see a link that says Contact Programs:

Last logged on 11/17/2016 [Contact Programs](#)

Click this link to access a list of all county contacts in KAERS. For example, this is useful if you need to contact a program to separate a student who has moved and needs to be enrolled in your county.

## How to Contact KY SKILLS U

If you need to contact the State regarding a KAERS issue with a student, be sure to provide the **student's first and last name and KAERS Client ID**. Do NOT use a Social Security Number unless the problem is the SSN. You may contact either:

Terry Tackett	502-892-3063	terry.tackett@ky.gov
Natalie Cummins	502-892-3021	natalie.cummins@ky.gov

## Staff in Finance Module





### Enter a New Staff Member

Go to <https://finance.kaers.ky.gov> and log in. If you do not have Finance Module username, contact Ashley Smither at [Ashley.Smither@ky.gov](mailto:Ashley.Smither@ky.gov). You will see this menu. Select Administration.



User:   
7/12/2018 9:10:26 AM

#### Main Menu







-  Administration
-  Process Budget Forms
-  Process Inventory Reports
-  Logout

On the next menu, select Maintain Staff.



User:   
7/12/2018 9:12:48 AM

#### Administration

-  Maintain Users
-  Maintain Programs
-  Maintain Contracts
-  Maintain Staff
-  Reports
-  Maintain Fiscal Year

Click the Add Staff button.

**Search Personnel Associated With Contracts**

Fiscal Year: Select Fiscal Year ▼ \*


Contract: ▼ \*


SSN:

Last Name:

First Name:

DOB (mm/dd/yyyy):



 Search

Reset

You will now be able to enter information for a new staff member. Please note that all the fields with an asterisk are required. The fields in gray will be completed through budget entry. If you are budgeting/planning for a staff person but do not have someone hired yet, you may select the “Staff To Be Determined?” option in the upper left of the box.

**Maintain Staff-Contract**

KAERS Username:

Staff To Be Determined? ☐

Cost Category: Select Cost Category ▼ \*

SSN (no dashes):

Last Name:

Middle Name:

Gender: Select Gender ▼ \*

Hire Date (mm/dd/yyyy):

Education Level: Select Education Level ▼ \*

Years in Adult Education:

Hours Per Week:

Salary:

Status:

Select Contract: 2018 - Bath Co-MSU (PO2-415-1800001275) ▼ \*

Position Type: ▼ \*

DOB (mm/dd/yyyy):

First Name:

Email:


Race: Select Race ▼ \*


Major: Select Major ▼

Total Years Teaching:

Weeks Per Year:

Fringe:

 Return

 Save

You will need to repeat this process for every staff member’s position type.

**The next step is to activate the staff member in KAERS. See p. 10.**

## Staff in Finance Module

### Enter an Existing Staff Member

Go to <https://finance.kaers.ky.gov> and log in. You will see this menu. Select Administration.



User:   
7/12/2018 9:10:26 AM

#### Main Menu

- Administration
- Process Budget Forms
- Process Inventory Reports
- Logout

On the next menu, select Maintain Staff.



User:   
7/12/2018 9:12:48 AM

#### Administration

- Maintain Users
- Maintain Programs
- Maintain Contracts
- Maintain Staff
- Reports
- Maintain Fiscal Year



You may now search by entering the four fields listed: SSN, Last Name, First Name, and DOB. You may also select the Fiscal Year and Contract and click Search to bring up a list of staff.

**Search Personnel Associated With Contracts**

Fiscal Year: Select Fiscal Year ▼ \*

Contract: ▼ \*

SSN:

Last Name:

First Name:

DOB (mm/dd/yyyy):

Add Staff

🔍 Search
Reset

The full list of staff looks like this. You may then click the Select option next to a name to edit it. **You must ensure that all previous staff have been assigned to valid Position titles before you can activate them in KAERS.**

SSN	Last Name	First Name	Cost Category	Position	Salary	Fringe		
*****0004			Instructional Costs	Instructor	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>
			Instructional Costs	Instructor	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>
*****1122			Instructional Costs	Instructor	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>
*****1124			Instructional Costs	Instructor	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>
*****1123			Instructional Costs	Career Navigator	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>
*****7994			Instructional Costs	Instructor	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>
*****1111			Instructional Costs	Data and Assessment Specialist	0.00	0.00	<a href="#">Select</a>	<a href="#">Delete</a>

After you select a staff member to edit, update all the fields and select Save before exiting.

You will need to repeat this process for every staff member's position type.

**The next step is to activate the staff member in KAERS. See p. 10.**

## Staff in KAERS

### Activate Staff Members

After entering staff in Finance Module, there are two ways to activate staff in KAERS: individually via the Staff screen, or Batch Activation via Location.

#### Individual Staff Activation

(You must use this option for users with more than one position title.)

From the top menu, go to Staff → Search Staff.



The screenshot shows the KAERS (Kentucky Adult Education Reporting System) interface. At the top, there is a blue header with the KAERS logo and the text "Welcome: Natalie Cummins". Below the header is a navigation bar with icons and labels for Home, Student, Staff, Location, Attendance, Reporting, Administration, Help, and Logout. The main content area is titled "Staff" and contains a "Search Staff" section. This section has several input fields: Last Name, First Name, SSN, Email (with a dropdown menu labeled "Select an Email"), Location (with a dropdown menu labeled "Select Location"), and Account Status (with a dropdown menu labeled "All"). To the right of these fields are three buttons: "Search Staff" (with a magnifying glass icon), "Add Staff" (with a plus icon), and "Reset" (with a red X icon). At the bottom of the page, there is a footer that says "Last logged on: 7/17/2018" and "Contact Programs". On the right side of the footer, it says "Copyright © 2012 Commonwealth of Kentucky All rights reserved."

Enter any of the fields and click Search Staff to search. Or you may select your Location and then click Search Staff to bring up a list of all available staff members.

After you select a Staff Member, you will see this screen:

The screenshot shows the 'Staff Add/Edit' screen in the KAERS system. The interface includes a top navigation bar with tabs for 'Add/Edit Staff', 'Add Certificate', 'Add/Edit Location', and 'PD Activity'. Below the tabs, there's a search bar and buttons for 'Email User Account' and 'View History'. The main content area is divided into four sections: 'Personal Info', 'Employment/Education Info', 'Teaching Experience', and 'Account Setting'. Each section contains various input fields for staff details. The 'Personal Info' section includes fields for SSN, First Name, Middle Name, Last Name, Date of Birth, E-Mail, Gender, and Race. The 'Employment/Education Info' section includes fields for Hire Date, Education Level, Major, Hours Per Week, Hours Per Year, and Years in Adult Ed. The 'Teaching Experience' section includes a field for Total Years Teaching. The 'Account Setting' section includes checkboxes for Active, E-Mail Notification, Security Agreement Signed, and Signature Required. At the bottom, there are buttons for Save, Update, Reset Password, Cancel, Add Staff, and Next.

The information on this screen is imported from Finance Module, and it may not be edited in KAERS. To make changes, you must edit the record in Finance Module. Changes will then be effective in KAERS immediately.

## Add Certificate

Go to this tab to select teaching certifications and Adult Education Certifications (for test administration).

For Adult Education Certifications, the staff person must have up-to-date credentials in administering those exams. More than one box may be checked.

**WorkKeys Administrator:** The staff person has completed the WorkKeys training given by OET.

**CASAS Administrator:** The staff person has completed the CASAS training given by Comprehensive Adult Student Assessment Systems (CASAS).

**TABE Administrator:** The staff person has completed the TABE training given by DRC/McGraw-Hill. Be sure the email address used matches the address used for TABE training.

**Wonderlic:** The staff person has completed the training required to administer the Wonderlic Ability to Benefit test for admission into the Accelerating Opportunity program.

When you have finished entering all the information, click the **Update Certifications** button and go to the Add/Edit Location tab.

## Add/Edit Location

Select the **Location** and **Job** from the drop-down menus. (For multi-county programs, it is possible to add Staff to more than one location.)

The screenshot shows the 'Staff Add/Edit Location' form. At the top are tabs: 'Add/Edit Staff', 'Add Certificate', 'Add/Edit Location' (selected), and 'PD Activity'. Below the tabs is a header bar with 'Staff Add/Edit Location' and a 'View Staff Status' button. The form contains two dropdown menus: '\*Location : -- Select an item --' and '\*Job : -- Select an item --'. Below these are fields for 'Date Left : MM/DD/YYYY', 'Exempt : No', and 'Status : Active'. A row of buttons includes 'Back', 'Add', 'Update', 'Cancel', and 'Next'. At the bottom is a table titled 'Staff Location(s)' with columns: Location, Job, Date Left, Active, Exempt, and a row of icons. The table contains one row: 'Central Office', 'Instructor', '07/17/2018', 'No', 'X', and a row of icons. A red arrow points to the pencil icon in the 'Exempt' column.

At the bottom of the screen you will see the staff member's location and job, pre-populated from Finance Module. Click the pencil at the right.

The screenshot shows the 'Staff Add/Edit Location' form with pre-populated data. The '\*Location :' dropdown is set to 'Central Office' and the '\*Job :' dropdown is set to 'Instructor'. The 'Date Left' field is 'MM/DD/YYYY', 'Exempt' is 'No', and 'Status' is 'Active'. The 'Update' button is circled in red. The 'Staff Location(s)' table at the bottom is identical to the previous screenshot, showing 'Central Office', 'Instructor', '07/17/2018', 'No', 'X', and a row of icons. A red arrow points to the pencil icon in the 'Exempt' column.

Toggle the Inactive button to Active and then click Update.

**You must Add the Location for all staff members, both returning and new, at the beginning of the program year.**

## PD Activity

This tab is for informational purposes. At any time, you can check this tab to see what Professional Development activities the staff member has enrolled in and check the status of that course. (See also: **Reports.**)

**NOTE: All staff information must be complete before enrolling in PD courses (VCN).**

**KAERS**  
Kentucky Adult Education Reporting System

Welcome **Natalie Cummins**  
STATE

Home Student Staff Location Attendance Reporting Administration Help Logout

Staff > Staff PD Info

Add/Edit Staff Add Certificate Add/Edit Location PD Activity

Staff PD Info PD Class Info

Fiscal Year: 2016 Search Class Back

PD Status

Location	PD Status
	Experienced Instructor 1000+ hours

Course Code	Course Name	Status	Status Date
AEDD_8888_KYAE_101_1516	KYAE Professional Development Registration	Enrolled	07/24/2015
AEDD_8888_KYAE_167C4_1516	Close Reading and Evidence-Based Writing in RLA, Science and Social Studies-Cohort 4	Completed	04/12/2016

Last logged on: 6/22/2016 [Contact Us](#) Copyright © 2012 Commonwealth of Kentucky All rights reserved.

## Security Agreement

Upon initial entry, a new staff member must sign a virtual KAERS security agreement.

**EMPLOYEE CONFIDENTIALITY/SECURITY CONTRACT**

I understand that I may be allowed access to confidential information and/or records in order that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior consent of the appropriate authority(ies) in Kentucky Adult Education, Council on Postsecondary Education.

I understand that all USERID/Passwords to access Kentucky Adult Education/Council on Postsecondary Education Electronic data or data of any type are issued on an individual basis. I further understand that I am solely responsible for all information obtained, through system access, using my unique identification. At no time will I allow use of my USERID/Password by any other person.

I understand that accessing or releasing confidential information and/or records, to be accessed or released, on myself, other individuals, clients, constitute a violation of this contract and may result in disciplinary action taken against me, up to and including dismissal and prosecution as provided by state or federal law.

By affixing my signature to this document I acknowledge that I have been apprised of the relevant laws, regulations and policies concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through my employment. I further agree that it is my responsibility to assure the confidentiality of all information which has been issued to me in confidence even after my employment ends.

Pursuant to this contract I certify that I have read and understand the following laws concerning confidential information and/or records:

- KRS 434.840 thru 434.860 - [Unlawful Access to a Computer](#)
- KRS 341.190 - [Reports and Records - Confidential Treatment](#)
- KRS 341.990 - [Penalties](#)

Enter Your Full Name:

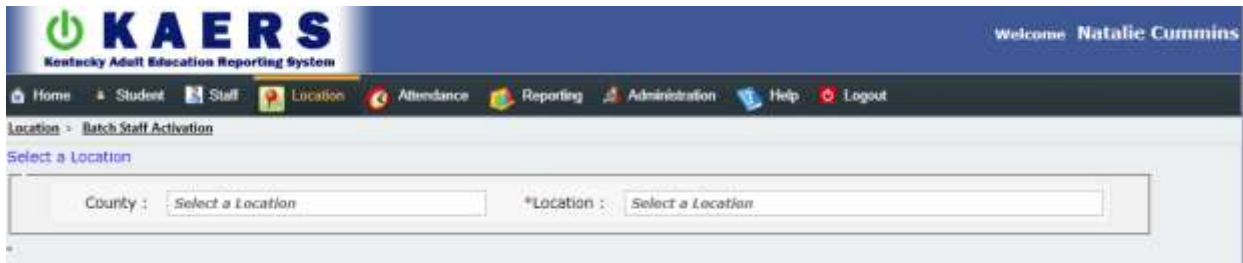
☐ I acknowledge it is my responsibility to comply with the terms of this Agreement, which I have read and accepted these conditions as stated herein and within KAERS documentation. I further acknowledge this action serves as my signature indicating I agree to maintain the confidentiality of all information obtained at all times, including if and when I am no longer an employee of Kentucky Adult Education.

Agree Disagree Close

For more information on User Roles and accompanying KAERS privileges, see Appendix B: User Roles.

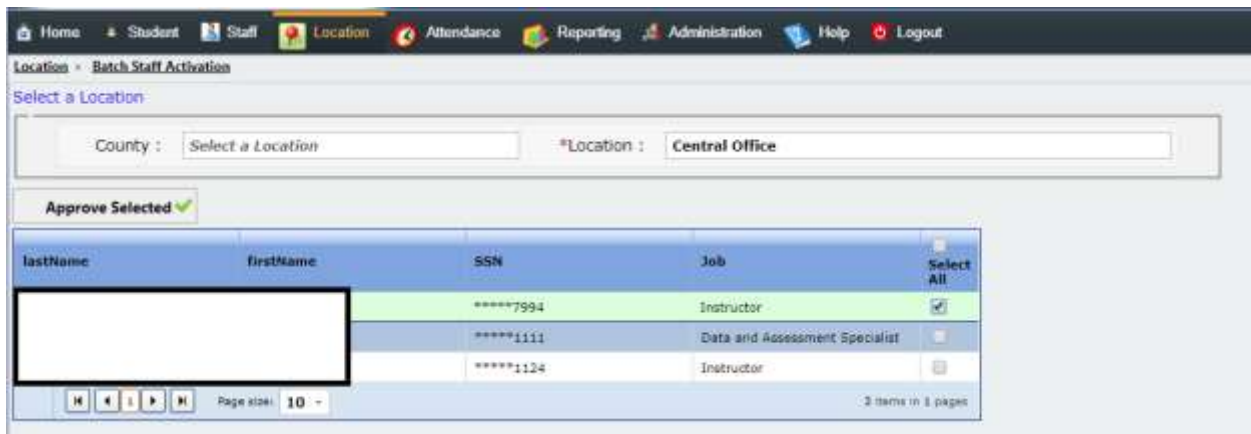
### Batch Staff Activation

To quickly activate staff with single roles, you may use the Batch Activation process. This feature will be available until August 31. Under Location, select the option Batch Staff Activation.



The screenshot shows the KAERS (Kentucky Adult Education Reporting System) interface. The top navigation bar includes links for Home, Student, Staff, Location, Attendance, Reporting, Administration, Help, and Logout. The user is logged in as Natalie Cummins. The main content area is titled "Batch Staff Activation" and "Select a Location". It features two dropdown menus: "County : Select a Location" and "\*Location : Select a Location".

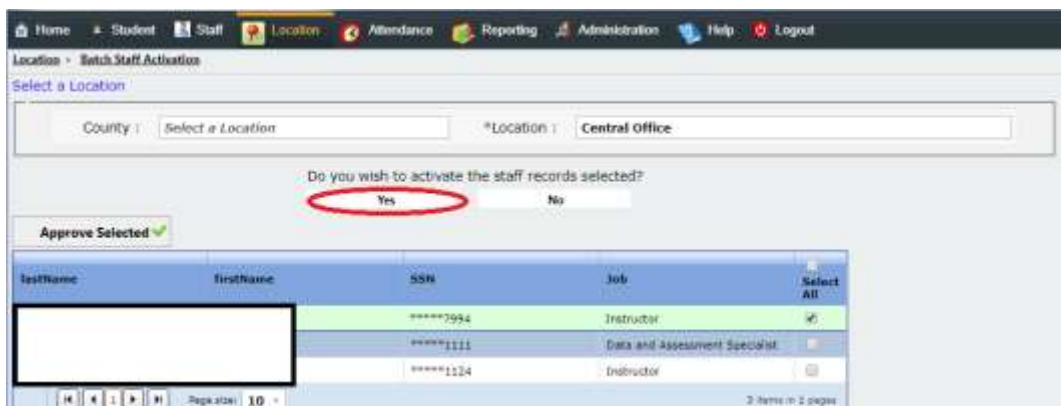
Select your Location.



The screenshot shows the "Batch Staff Activation" screen with the "Location" dropdown set to "Central Office". Below the location selection, there is a table of staff members. The table has columns for "lastName", "firstName", "SSN", "Job", and "Select All". The first row is highlighted in green and has a checkmark in the "Select All" column. The second row is highlighted in blue and has an unchecked checkbox. The third row is highlighted in white and has an unchecked checkbox. The "Approve Selected" button is visible above the table.

lastName	firstName	SSN	Job	Select All
		*****7994	Instructor	<input checked="" type="checkbox"/>
		*****1111	Data and Assessment Specialist	<input type="checkbox"/>
		*****1124	Instructor	<input type="checkbox"/>

You may choose Select All, or you may select individuals for activation. Click Approve Selected when you are finished. You will be prompted to confirm your choice:



The screenshot shows the "Batch Staff Activation" screen with the "Location" dropdown set to "Central Office". Below the location selection, there is a confirmation prompt: "Do you wish to activate the staff records selected?". The "Yes" button is circled in red. The "Approve Selected" button is visible above the table.

lastName	firstName	SSN	Job	Select All
		*****7994	Instructor	<input checked="" type="checkbox"/>
		*****1111	Data and Assessment Specialist	<input type="checkbox"/>
		*****1124	Instructor	<input type="checkbox"/>

Click Yes to finalize or No to cancel.

## To Make a Staff Member Active or Inactive

From the **Home** screen, click the **Staff** tab. You may select the location and click **Search Staff**, or you may enter the person's name and click **Search Staff**.

KAERS  
Kentucky Adult Education Reporting System

Welcome test est5

Home Student Staff Location Attendance Reporting Administration Help Logout

Staff > Add/Edit Staff Location

Add/Edit Staff Add Certificate Add/Edit Location PD Activity

Staff Add/Edit Location

Test ProgramDirector (user: tprogramdirector)

View Staff Status

\*Location : Central Office \*Job : Program Director

Date Left : MM/DD/YYYY Exempt : No Status : Active

Back Add Update Cancel Next

Staff Location(s)

Location	Job	Date Left	Active	Exempt
Central Office	Program Director		Yes	X

Click the pencil icon next to the staff member's name.

Click the **Add/Edit Location** tab.

Click the pencil icon next to the staff listing at the bottom of the screen.

Click the **Status** button to toggle to the correct setting (Active or Inactive)

Click **Update** to save changes.

**Making Staff Inactive:** If a staff person leaves, it is important to make that staff inactive as soon as possible.



## Location

From the main menu, click Location. This will bring up this screen:

From the “Location” field, select your location from the drop-down list. Then click the Search Location button on the right.

From here, click the pencil icon on the right to edit this location information.

The screenshot displays the 'Location Add/Edit' interface. At the top, there are tabs for 'Locations', 'Sites', 'IET', 'Contacts', 'Goals', 'Scheduling', and 'Portal'. The 'Locations' tab is active. The form is titled 'Location Add/Edit' and includes a 'View History' button. The 'Location Info' section contains fields for '\*Fiscal Year' (2018), '\*Area' (6), 'County' (Frankfort & Bowling), '\*Contract' (See Contract), 'Location Code', '\*Location Name' (Central Office), and 'Corrections Facility' (No). The 'Location Address' section includes '\*Address1' (1024 Capital Center Drive), '\*City' (Frankfort), '\*State' (Kentucky), and '\*Zip Code' (40601). The 'Mailing Address' section has the same address and city, with '\*State' (Kentucky) and '\*Zip Code' (40601). The 'Other Info' section includes '\*Time Zone' (Eastern), 'DL Deployed' (No), 'Status' (Active), 'Facebook URL', 'Website URL' (https://kaers.ky.gov), and 'Hours of Operation' (Monday, Tuesday, Wednesday, Thursday, Friday 8:00 a.m. to 4:30 p.m.). At the bottom, there are 'Save', 'Cancel', and 'Search Location' buttons.

The information on this screen is populated automatically. If changes need to be made, contact KY SKILLS U.

If this location is a state institution, the Corrections Facility box will be automatically checked.

**Hours of Operation:** Enter the days and hours your main learning center is open each week. Use the full names of the days, and specify times using a.m. and p.m. You do not need to specify closures for major holidays. There is a 100-character limit in this field.

## Sites

Click on the Sites tab. You will see this screen:

KAERS  
Kentucky Adult Education Reporting System

Welcome test est1  
Central Office

Home Student Staff Location Attendance Reporting Help Logout

Location > Add/Edit Site

Search Locations Sites IET Contacts Goals Scheduling Portal

Site Add / Edit

Manage Sites for Central Office

View Site(s)

All Active Inactive

Search Site

Add Site

Site Name	Address	City	State	Zip	Status
Library	now	Frankfort	KY	40601	✓
Here & Now	testa	testc	KY	46501	✓
Main Learning Center	1024 Capital Center Drive	Frankfort	KY	40601	✓

TEST

Last logged on: 7/11/2017 [Contact Programs](#)

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*At the beginning of the program year, all sites from the previous year(s) will be inactive. You will need to reactivate continuing sites. If a site has been discontinued, simply leave it as it is and do not delete it.*

**NOTE: The Main Learning Center will automatically populate as a site.**

Site Types are:

- County Jail/Detention Center (Local Facility)
- County and Technical College Campus
- Fiscal Court Building
- Four-Year College Campus
- Institutions for the Disabled
- Kentucky Career Center One Stop
- Library
- Local Housing Authority
- Non-Profit Building (Goodwill)
- Prison (Adult Institutions)
- Privately Owned Building
- Publicly Owned Building
- Religiously-Affiliated Building (Church)
- School Board District Owned Building
- Work-Site
- Other

If you are unsure what Site Type to choose, contact your Regional Associate for guidance. It is advisable to avoid choosing Other whenever possible.

## To Activate a Site

If you need to edit the information for a site, click the pencil icon. You will then see this screen:

From here, you can change the number of hours the site is open, or you can make the site inactive. In the upper right corner, you will see a View History button. If you hover your mouse over this button, you will get information about when this site was created and by whom.

## To Add a Site

Click on the Locations tab again, then click on Sites, and click the Add Site button. You will see this screen:

**KAERS**  
Kentucky Adult Education Reporting System

Welcome: test est1  
Central Office

Home Student Staff Location Attendance Reporting Help Logout

Location > Add/Edit Site

Search Locations Sites IET Contacts Goals Scheduling Portal

**Site Add / Edit** Manage Sites for Central Office

[View History](#)

**Site Info**

\*Site Name : Site Name

\*Hours Per Week : Select Hrs Per Week Status : Active ✓

\*Site Type : SELECT \*Internet Access : Select

Site Description :

**Address Info**

\*Address1 : Address1 \*Address2 : Address2

\*City : City \*State : Kentucky \*ZIP :

Save Cancel Search Location

TEST Last logged on: 7/11/2017 Contact Programs Copyright © 2012 Commonwealth of Kentucky All rights reserved.

Fields marked with a red asterisk \* are required. When you have finished entering the information, click the Save button.

**NOTE:** A site is defined as a place where instruction is provided that has a different physical address from the main location. Do not set up sites that share the physical address of the main location.

## IET

Integrated Education and Training (IET) programs need to be set up here. For a definition of IET, please see the KY SKILLS U Implementation Guidelines.

### Setting Up an IET

Go to the Location tab, click the pencil to edit, and then click the IET tab.

The screenshot shows the KAERS (Kentucky Adult Education Reporting System) interface. The user is logged in as 'test est1 Central Office'. The 'IET' tab is selected in the top navigation bar. The main content area is titled 'IET Add / Edit' and includes a 'Manage IETs for Central Office' link. Below this is a 'View IETs(s)' section with an 'Add IET' button. A table displays the following data:

IET Type	Start Date	End Date	WF Training Partner	Career Cluster	Credential
Job Readiness Training	2016-07-03	2017-06-30	KCTCS	Education & Training	
Occupational Skills Training	2017-06-01	2017-06-30	DET	Architecture & Construction	
Transitional Jobs	2016-12-01	2017-02-28	KCTCS	Information Technology	yes

At the bottom of the screen, there is a 'TEST' label, a 'Last logged on: 7/11/2017' timestamp, a 'Contact Programs' link, and a copyright notice: 'Copyright © 2012 Commonwealth of Kentucky All rights reserved.'.

To add a new IET, click the **Add IET** button. You will see this screen:

The screenshot shows the 'IET Info' form within the KAERS interface. The form contains the following fields:

- \*IET Type : **SELECT** (dropdown menu)
- \*Career Cluster : **SELECT** (dropdown menu)
- \*Start Date : MM/DD/YYYY (calendar icon)
- \*End Date : MM/DD/YYYY (calendar icon)
- \*Workforce Training Partner : (text input field)
- Credential : (text input field)

At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Search Location'. The footer of the screen includes the 'TEST' label, 'Last logged on: 7/11/2017', 'Contact Programs' link, and the copyright notice: 'Copyright © 2012 Commonwealth of Kentucky All rights reserved.'.



Select your **IET Type** from the list. IET types are defined in the Glossary.

The screenshot shows the 'IET Add / Edit' form in the KAERS system. The 'IET Info' section is active, and the '\*IET Type' dropdown menu is open, showing a list of training types. The form also includes fields for '\*Career Cluster' and '\*Workforce Training Partner', along with 'Save', 'Cancel', and 'Search Location' buttons. The page footer indicates 'TEST' mode and 'Last logged on 7/11/2017'.

Next, select the **Career Cluster** appropriate to the IET. Additional information on Career Clusters may be found at <https://careertech.org/career-clusters>

The screenshot shows the 'IET Add / Edit' form in the KAERS system. The 'IET Info' section is active, and the '\*Career Cluster' dropdown menu is open, showing a list of career clusters. The form also includes fields for '\*IET Type' and '\*Workforce Training Partner', along with a 'Save' button. The page footer indicates 'TEST' mode and 'Copyright © 2012 Commonwealth of Kentucky'.

Select the **Start Date** and **End Date** for the training. Students may not be enrolled in trainings which have expired. The dates around an IET should reflect a cohort of students and should accurately reflect the dates of instruction. Each IET class should be its own instance in KAERS.

Next, type in the name of the **Workforce Training Partner** providing the workforce training.

Finally, enter the type of credential to be attained. If there is no credential, then type **None**.

Click the **Save** button when you are finished.



## Contacts

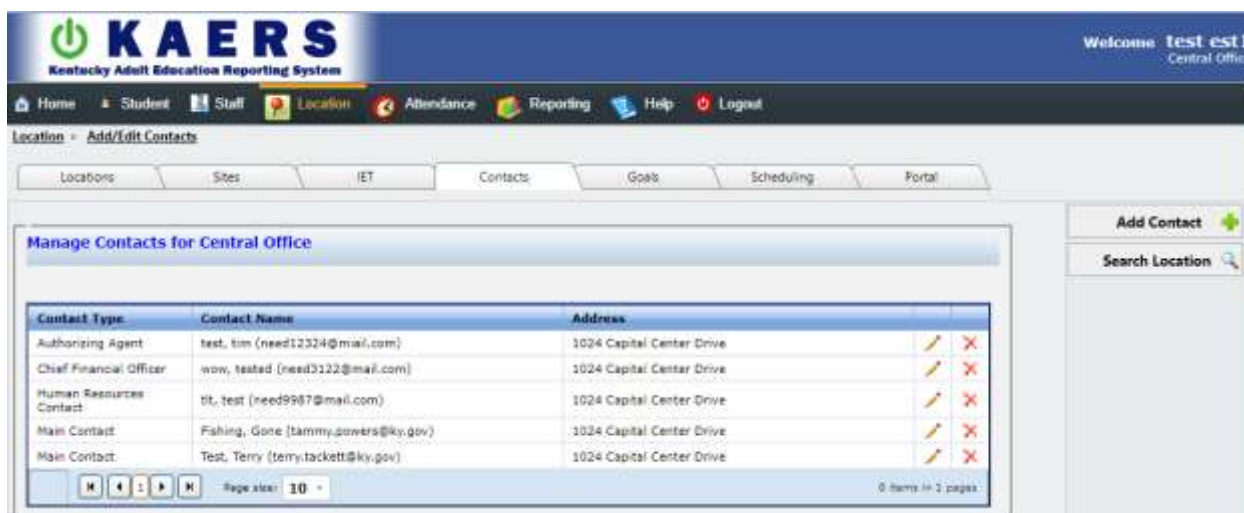
Before you can update Contacts, you must make sure your staff is active and up-to-date. See “Staff” beginning on page 6.

**Contacts must be updated before students can be entered.**

Contacts populate Burning Glass, an online job-search platform. In Kentucky, applicants are asked if they need a high school credential. If they select yes, then they are referred to the Kentucky Adult Education website. The website draws contacts from the **Main Contact** field in KAERS.

From the main menu, click **Location**. Select the location from the drop-down list. Click the pencil icon on the right to edit the location.

Next, select the **Contacts** tab. This will display a current list of staff and their assigned roles. The default view is for 10 listings; if you have a very large staff, you may select the page size drop-down to view 20 or 50 listings.



**The following contacts are required before any student data can be entered:**

- **Main Contact:** The program director or site coordinator. The Main Contact should be a person physically located at the main learning center. The Main Contact's phone number should be a direct number to the center and not a personal cell phone.
- **Authorizing Agent:** The CEO or president of the fiscal agent administering the KY SKILLS U grant.
- **Chief Financial Officer:** The person employed by the fiscal agent who handles accounts receivable and payable.
- **Human Resources Contact:** The person who supervises personnel actions for the fiscal agent.

A **KAERS Contact** should be the primary person responsible for maintaining KAERS data. This should be a person with the job title of Data and Assessment Specialist.

It is important to have accurate contact information, since this is accessed when a user clicks the Contact Programs link at the bottom of every KAERS screen.

Last logged on 11/17/2016 [Contact Programs](#)

## To Edit a Contact

Click the pencil icon to the right of the person you want to edit. This will bring up this screen.

**Manage Contacts for Central Office**

\*Contact Type : **Authorizing Agent**

\*Last Name : ThePower

\*First Name : IHave

Address same as location? ☐ No

\*Address1 : 1024 Capital Center Drive

Address2 : Address2

\*City : Frankfort

\*State : Kentucky

\*Zip : 40601

\*Email : power@power.com

\*Phone : 5025735114

Fax :

Fiscal Year : 2015

**History**

Created By: test5

Created On: 06-03-2016 13:45 PM

Last Updated By: test5

Last Updated On: 06-03-2016 13:45 PM

Save

Cancel

Search Location

Make any desired changes. Click **Save** when you are finished, or click **Cancel** if you selected this record in error.

## To Add a Contact

From the **Contacts** screen, click the **Add Contact** button.

This will bring up a screen for you to fill out. Select the **Contact Type** from the drop-down list.

**KAERS**  
Kentucky Adult Education Reporting System

Welcome test est 1  
Central Office

Home Student Staff Location Attendance Reporting Help Logout

Location > Add/Edit Contacts

Locations Sites IET Contacts Goals Scheduling Portal

### Manage Contacts for Central Office

\*Contact Type :

\*Contact Name :

Address same as location? ☐ No

\*Address1 :

Address2 :

\*City :

\*State :

\*Zip :

\*Email :

\*Phone :  -  -  Ext:

Fax :  -  -

Fiscal Year : 2017

Save

Cancel

Search Location

Then, select the **Contact Name**. This list is populated from the Staff listing, so your staff must be updated and active **before** this step can be completed.

Once you have selected the name, you must fill in the address and phone number. In most cases, this information will be the same as that for the location. If this is true, click the box next to “Address same as location?” to change from No to Yes. This will automatically populate the remaining fields. Click **Save** when your changes are complete.

**Note:** The **Search Location** button will take you back to the initial location screen. Use this only if you want to switch locations.

## Classes

From the Main Menu, select **Location → Manage Location**.

Select your location from the drop-down menu. If you are not automatically directed to the **Location** page, click the pencil icon to the right of the location name.

Click the **Scheduling** tab. From here you will update classes at the beginning of the year as well as throughout the year as changes may become necessary.

If you are a small location and only have a few classes to enter, you may want to add each one at a time. To do so, click **Add Class**.

Fields marked with a red asterisk \* are required.

Select the **Class Type**. There are four possible types:

- Class
- Facilitated Lab
- Orientation/Assessment
- Counseling

The **Class Name** may be determined by each program. It is advisable to choose a name that is somewhat descriptive, such as *Advanced Math*, since that will enable easier searching for classes and reports later.

The **Subject** dropdown list for a Class contains the following options:

- ESL – Listening
- ESL – Reading
- ESL – Writing
- Language
- Math
- Reading
- Reading – CASAS
- Math – CASAS
- Language – CASAS
- Science
- Social Studies

**NOTE:** For a Facilitated Lab, these options are the same, except there is the additional choice of Multiple Subjects. For Orientation/Assessment, choose Orientation or Assessment. For Counseling, choose Counseling.

The field **# of Seats** will limit the number of students who can be enrolled in the class or lab.

The field **Start Date** is the day the class begins. The field **End Date** is the day the class finishes. It is recommended to avoid classes or labs with start dates at the beginning of the fiscal year and end dates at the end of the fiscal year. Having such long classes can make data tracking difficult as the year progresses. You may enter dates manually as MM/DD/YYYY, or you may choose the dates by clicking on the calendar icon next to the field.

**Start Time** is the time the class begins, and **End Time** is the time the class finishes. You may select a time using the clock icon, or you may enter military time. For example, if a class begins at 9:00 a.m., you can enter 0900 as the Start Time. If it ends at 1:00 p.m., you can enter 1300 as the End Time. When you click away from the field, or hit Tab to go to the next field, the time will convert to the standard format. NOTE: It is recommended to end classes on a time other than the exact hour, because otherwise a data recording discrepancy is created in KAERS for students who end one class and start another at exactly the same time. For example, if a class ends at 11:00 a.m., make the end time 10:59 so as not to conflict with a class beginning at 11:00 a.m. For questions or clarification, please contact Terry Tackett or Natalie Cummins.

**Site** is required.

**Days:** Select all the days the class or lab meets.

**Instructors:** Select the instructor(s) for the class or lab by clicking on the appropriate name(s) from the list. This will add the names to the list on the right. NOTE: You may select a maximum of 3 instructors.

When you are finished with creating the class, click the **Save** button on the right.

NOTE: Classes may be deleted as long as NO students are assigned to that class.

## Orientation/Assessment

Every program should have a scheduled Orientation/Assessment. From Class Type, choose Orientation/Assessment. For Subject, choose Orientation or Assessment as appropriate. Do not add students to an Orientation/Assessment, as this may create conflicts with classes or facilitated labs.

## Counseling

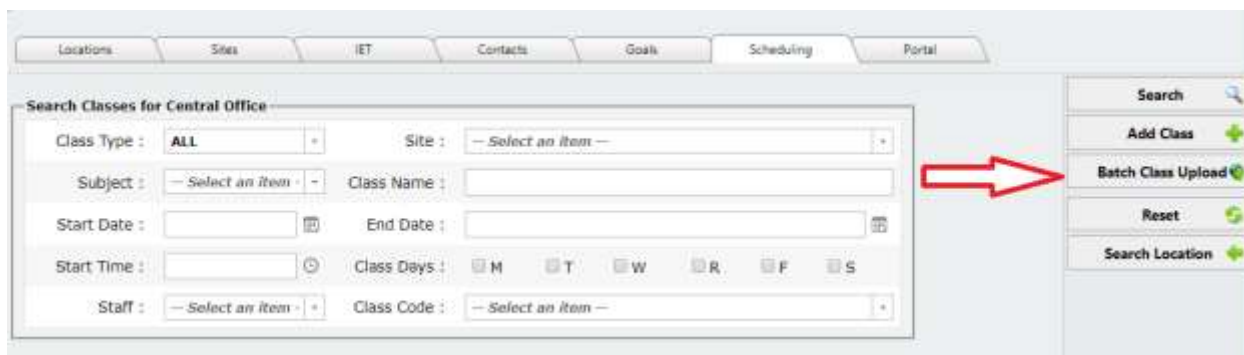
Every Career Navigator should have regularly scheduled times to provide career pathway support to participants. From Class Type, choose Counseling. The subject should default to Counseling. Enter the times of regular counseling. Do not add students to Counseling, as this may create conflicts with classes or facilitated labs.

## To Use Batch Class Upload

This feature is especially useful for programs with large numbers of classes to enter at one time.

Go to **Location**. Select the Location and click the pencil icon to edit.

Click the **Scheduling** tab. On the right, click the **Batch Class Upload** button.

The screenshot shows a web application interface with a top navigation bar containing tabs: Locations, Sites, IET, Contacts, Goals, Scheduling, and Portal. The 'Scheduling' tab is active. Below the navigation bar is a section titled 'Search Classes for Central Office' containing various search filters: Class Type (set to ALL), Site (dropdown), Subject (dropdown), Class Name (text input), Start Date (calendar icon), End Date (calendar icon), Start Time (clock icon), Class Days (checkboxes for M, T, W, R, F, S), Staff (dropdown), and Class Code (dropdown). To the right of the search filters is a vertical sidebar with buttons: Search (magnifying glass icon), Add Class (plus icon), Batch Class Upload (plus icon, highlighted with a red arrow), Reset (refresh icon), and Search Location (plus icon).

You will see two hyperlink documents to download:

[Batch Upload Class Template Instructions](#) is a Word document that provides a step-by-step guide to using this feature.

Download Batch Upload Class Template is an Excel file which you complete in order to load several classes at one time.

The template will ask for the following fields:

<b>Class Name</b>	You may name the class what you want. It is recommended that you add subject and something that will help you identify the class.
<b>Start Date</b>	The date that the class begins (mm/dd/yyyy)
<b>End Date</b>	The date that the class ends (mm/dd/yyyy)
<b>Start Time</b>	The time that the class starts (hh:mm AM/PM) example: 8:00 AM
<b>End Time</b>	The time that the class ends (hh:mm AM/PM) example: 11:00 AM
<b>Mon-Sat</b>	For each day, enter 1 (if class is offered on that day) or 0 (if class is not offered on that day).
<b>Subject</b>	ESL - Listening, ESL -Reading; ESL - Writing; Language; Math; Reading; Reading-CASAS; Math-CASAS; Language-CASAS; Science; Social Studies
<b>Staff ID</b>	When you run the staff listing report, it will display Staff ID next to staff. (Staff must be Instructors or Program Director/Instructor; Assistant Program Director/Instructor only)
<b>Site ID</b>	(not required) When you run the site report, it will display the site ID for active site. Please enter the ID for the site of the class.
<b>Number of Seats</b>	Enter the number of available seats in the class

NOTE: When using the template, do not adjust the column widths or any of the formatting; this will result in the upload failing. If the upload fails, try downloading the template again. If you need assistance, contact Terry Tackett or Natalie Cummins.

## Clone a Class

When the class year is in full swing, it is likely that you will want to create new classes from existing ones, such as for a reading class that is repeated from term to term. To do this, go to **Location** → **Scheduling**. Select the class you want to duplicate and click the pencil icon to edit. Then click the Clone Class button on the right.

The screenshot shows the 'Edit Class for Central Office' form. The form includes the following fields and options:

- Class Type:** Class
- Class Code:**
- Class Name:** Math 1 new
- Subject:** Reading
- # Seats:** 15
- Start Date:** 7/1/2016
- End Date:** 6/30/2017
- Start Time:** 11:30 AM
- End Time:** 12:30 PM
- Site:** Library
- Days:** M, T, W, R, F, S (with checkboxes)
- Instructors:** A section with two boxes. The left box is labeled 'Click on Instructor(s) to Add' and contains a list of names: Fishing, Gone, Test, Terry, Test, Natalie, tester, Great, Test, Staffer. The right box is labeled 'Click on Instructor(s) to Remove' and contains the name: Test, Terry. A double-headed arrow is between the boxes.
- History:** A panel showing 'Created By: test1', 'Created On: 06-14-2017 13:46 PM', 'Last Updated By: test1', and 'Last Updated On: 06-14-2017 13:46 PM'.
- Buttons:** Submit, Clone Class (circled in red), Save, Cancel, Reset, and Search Location.

You will now be able to enter new information for **Start Date**, **End Date**, **Start Time**, and **End Time**. You may also edit any other fields as necessary. When you're finished, click **Save**.



## How to Enter a Student

*NOTE: In accordance with WIOA regulations, **all persons who complete an enrollment/information form need to be entered into KAERS.** If only the contact information and testing are entered, then the student falls into the General enrollment category (Reportable Individual) and will not appear on KAERS reports. However, the number of Reportable Individuals is reported on federal NRS tables.*

From the **Home Screen**, select **Student**.

**Search for That Student First** – It is **always** a good idea to check that the student is not already in KAERS. Enter the student's SSN and click the Search button. If no records are found, it is still advisable to search the student's first and last name. It is not uncommon for students to have slight errors in their SSNs which then result in entry of duplicate records. If you find such a case, it is good practice to ask the learner for proof of their SSN and then change that record in KAERS. *This year KAERS will not allow a student separated in the current program year to be double-enrolled.*

If this is truly a new student, then click the **Add Student** button.

On the **Add/Edit Student** screen, enter all the required information. Required fields are marked with \*.

**NOTE for Corrections Students:** Whenever possible, use an outside address for these students. Only use the address of the detention center if there is no other available.

Save	Delete	Email Account	Reset Password	Cancel	Search Student	Scheduling
<b>Personal Info</b>						
*SSN: <input type="text"/>		Driver License #: <input type="text"/>				
*Last Name: <input type="text"/>		*First Name: <input type="text"/>				
MI: <input type="text"/>		*Date of Birth: <input type="text"/>				
Cell Phone: <input type="text"/>		Email: <input type="text"/>				
<b>Address Info</b>						
*Street: <input type="text"/>		*City: <input type="text"/>				
*State: <input type="text"/>		*ZIP: <input type="text"/> - <input type="text"/>				
<b>Other Info</b>						
*Last Grade Completed: <input type="text"/>		*Gender: <input type="text"/>				
<input type="checkbox"/> Check if Completed outside US		*Hispanic Origin: <input type="text"/>				
*Living Area: <input type="text"/>		*Years Out of School: <input type="text"/>				
*How did you hear about us? <input type="text"/>		*Data Matching Consent? <input type="text"/>				
Screened in PowerPath? <input type="text"/>		*SARA Data Matching Consent? <input type="text"/>				
<b>*Select Race</b>						
<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian		<input type="checkbox"/> White, not of Hispanic Origin		<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Black, or African-American		<input type="checkbox"/> Hispanic or Latino				
<b>Currently Receiving</b>						
<input type="checkbox"/> Unemployment Insurance		<input type="checkbox"/> Disability SSI		<input type="checkbox"/> Temporary Assistance for Needy Families (TANF)		<input type="checkbox"/> Public Assistance (Non-TANF)
<b>Other Student Information</b>						
<input type="checkbox"/> Homeless		<input type="checkbox"/> U.S. Citizen		<input type="checkbox"/> Veteran		<input type="checkbox"/> Immigrant
<b>Account Setting</b>						
Send Email:						<input checked="" type="checkbox"/>
<b>Comments</b>						
<input type="text"/>						

If the student does not have an SSN, then you will need to create a placeholder. This is a combination of letters and numbers. You can generate a pseudo SSN using your location code and four additional digits. **In accordance with GEDTS requirements, the last four digits must include letters and numbers.** For example, the first pseudo SSN for location code C9999 would be C99-99-X001, the second pseudo one would be C99-99-X002, and so on. Any combination of letters and numbers in the last four digits will suffice.

### Last Grade Completed:

- **Grades 1-12** refer to US primary and secondary schools.
- **Secondary School Diploma** refers to a High School diploma as conferred by a secondary school in the US.
- **Secondary School Equivalent** refers to the GED, HiSet, or TASC **OR** can refer to a secondary diploma from a non-US school.

- **Some Postsecondary Education No Degree** refers to any amount of postsecondary work that did not result in a certificate or degree.
- **Postsecondary or Professional Degree** refers to completion of a postsecondary credential or degree or a professional license.

**Data Matching Consent:** A student should give his or her consent according to this language. Student signature should be on file in student folder.

Student gives the Kentucky Council on Postsecondary Education (CPE) and Kentucky Adult Education (KYAE) Skills U permission to release post-secondary enrollment and GED Testing Service® information to KYAE Skills U providers.

**SARA Data Matching Consent:** This consent applies only to adult education students enrolled in the TENCO region. If your program is not in the TENCO WIB area, select NO for this field.

Student gives Kentucky Adult Education Skill U permission to release contact information to The Career Index for providing one-stop delivery system services including, but not limited to, education and career services.

If you need a definition for a field, please see the glossary on page 73 of this manual. Once you are finished, click the **Save** button (located at the top and bottom of the record).

Now you will see two more tabs at the top of the screen: **Tests** and **Enrollment**.

## To Enter a Test

Click on the **Tests** tab. You will see this screen:

Click on the **Add Test** button on the right. There is a drop-down list of all approved tests.

Select the appropriate test type and enter the scores. **Scale Score** is required. Grade Equiv (Grade Equivalency) is recommended (available only on TABE 9/10). Note: It is only possible to enter scores for one test level and form at a time. Be careful when entering multiple tests on different forms. If you make entry errors, you will have to contact the State to get those fixed. See p. 4 for contact information.

Note the blue question marks under each score field. If you hold your mouse cursor over these marks, you will see the valid scale score range for the test level selected. KAERS will not accept scale scores that are out of range.

### Initial Tests

In accordance with NRS guidance, more than one test may now be considered eligible for progress testing for a level gain. **Initial Tests** may be entered within the first 2 weeks of enrollment and the first 20 hours of contact time. A level gain on any Initial Test, regardless of whether that test is the enrollment subject, counts as a Measurable Skill Gain. After 2 weeks of enrollment, more tests may be entered, but they are not eligible for an MSG. When carrying over a test from the previous fiscal year (that is still valid per test publisher's guidelines), be sure to choose a test date that works with other initial tests.

Students who have not attended in more than 90 days must be enrolled on TABE 11/12. Students who have attended within the 90 days prior to returning to Skills U, and who have a valid score, may be enrolled on TABE 9/10. Programs are strongly encouraged to give all returning students the TABE 11/12, as it is based on core standards and is more closely aligned with the GED.

When you are finished with entering scores, click the **Save** button.

## How to Read the Test Screen

### Current Fiscal Year

GED Status : Passed on 2016-09-09

Current Fiscal Year   Previous Fiscal Years   GED Test Results   GED Ready Test Results

Add Test Result(s)

Enrollment Subject: Math / Score: 557.0   Add Test

Test Date	Test Type	Functional Level for Current FY	Test	Subject		
07/04/2016	Enrollment	04	10 TABE-D	Math	✗	✎
08/26/2016	Progress	05	9 TABE-A	Math	✗	✎
08/25/2016	Test Score	00	GED READY	N/A	✗	✎
07/04/2016	Test Score	06	10 TABE-A	Reading	✗	✎

My Dashboard

Progress for Test Type: TABE

Reading   Math   Language

Level

Jul 04   Jul 04   Aug 26

Last logged on: 11/23/2016 [Contact Programs](#)   Copyright © 2012 Commonwealth of Kentucky All rights reserved.

After entering scores, the Current Fiscal Year screen will show all tests entered during the current year. If a test is entered incorrectly, please contact Terry Tackett or Natalie Cummins to edit or delete the test information (see p. 4). To access the scores entered, click on the triangle to the left of the test you want to see. This will open a Test Detail Info section:

Current Fiscal Year   Previous Fiscal Years   GED Test Results   GED Ready Test Results

Add Test Result(s)

Enrollment Subject: Math / Score: 557.0   Add Test

Test Date	Test Type	Functional Level for Current FY	Test	Subject		
07/04/2016	Enrollment	04	10 TABE-D	Math	✗	✎
08/26/2016	Progress	05	9 TABE-A	Math	✗	✎
08/25/2016	Test Score	00	GED READY	N/A	✗	✎
07/04/2016	Test Score	06	10 TABE-A	Reading	✗	✎

Test Detail Info

Reading	GE/R	Math (Total)	Math (Comp)	Math (Appf)	GE/M	Language	GE/L	Science	Listening	Social Studies	Writing	Total Score	Total Test Ites	Attend Ites	Pass	Conf
0.0	0.0	557.0	0.0	0.0	8.2	0.0	0.0	0.0	0.0	0.0	0.0	0	22.0	0.00	0	0

Page size: 1   4 items in 4 pages

### Previous Fiscal Years

Students who attended in the past will show scores in the Previous Fiscal Years tab. These scores do not carry over automatically into the current fiscal year. If a score from the previous year is still valid (check the Implementation Guidelines and test publisher guidelines), then it must be re-entered in the current year.

GED Status : Passed on 2016-09-09

Current Fiscal Year	Previous Fiscal Years	GED Test Results	GED Ready Test Results
---------------------	-----------------------	------------------	------------------------

Select to view tests for other fiscal years 2016

Test History for Past Fiscal Years															
Test Date	Test Type	Functional Level for Previous FY	Test	Reading	Math (Total)	Math (Comp)	Math (Appl)	Science	Listening	Language	Social Studies	Writing	Grade Equiv	Total Score	Pass
05/03/2016	Enrollment	04	10 TABE-D	0.0	557.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	
05/09/2016	Test Score	00	GED-READY	160.0	0.0	0.0	0.0	160.0	0.0	0.0	142.0	0.0	0.0	0	N
06/06/2016	Test Score	00	GED-READY	0.0	0.0	0.0	0.0	0.0	0.0	0.0	165.0	0.0	0.0	0	N
05/03/2016	Test Score	06	10 TABE-A	0.0	0.0	0.0	0.0	0.0	0.0	623.0	0.0	0.0	0.0	0	
05/03/2016	Test Score	06	10 TABE-A	642.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	

### GED Test Results

When a student takes the operational GED test, the results are loaded automatically from the GED Testing Service database. If the scores do not load, then there is a discrepancy between the SSN in KAERS and the SSN in GEDTS. Contact KY Skills U to have the records merged.

GED Status : Passed on 2016-11-15

Current Fiscal Year

GED Test Results

GED Ready Test Results

GED Test Scores					
Battery	Center	Date	Form	Std	Pctl
Reasoning Through Language Arts		2016-10-18	J	153	40
Social Studies		2016-10-21	H	149	29
Science		2016-10-28	H	157	53
Mathematical Reasoning		2016-11-11	H	142	11
Mathematical Reasoning		2016-11-15	J	153	43



### GED Ready Voucher Assignment Process

Go to **Student**. Find the student to select. Click Pencil to edit.

Click the **Tests** tab.

Click the **GED Ready** tab.

The screenshot shows the 'GED Ready' tab in the KAERS system. At the top, there are three tabs: 'Current Fiscal Year', 'Previous Fiscal Years', and 'GED Ready'. Below the tabs, a message states: 'To assign a GED Ready voucher, select the appropriate subject from the dropdown list. Once a voucher is selected, an email with the voucher code will be automatically sent to the Adult Education staff person doing the selecting. If a voucher is selected in error, contact KYAE Skills U for support. If the code needs to be sent again, click the mail icon on the far right.' Below this message is a form with 'Add Voucher :', a dropdown menu showing 'Select', and an 'Add' button. Below the form is a table titled 'GED Test Scores' with columns: 'Voucher Code', 'Assign Date', 'Expires', 'Subject', 'Test Date', 'Score', 'Status', and 'Resend Email'. The table is currently empty, with the text 'No Test Results to view.' at the bottom.


In the **Add Voucher** field, select the appropriate test from the dropdown menu. Click the **Add** button. A popup window will appear at the top of the screen announcing the successful addition of the voucher. Once you select OK in this window, the voucher will be added to the list.

The screenshot shows the KAERS system interface. At the top, there is a header with the KAERS logo and the text 'Kentucky Adult Education Reporting System'. Below the header, there is a navigation bar with 'Home', 'Student', 'Staff', and 'Location' buttons. The 'Student' button is selected. Below the navigation bar, there is a 'Student - Tests' section. The 'Tests' tab is selected. Below the 'Tests' tab, there is a 'General Test (5055036) Test Hrs : 33.07 Attend Hrs : 0' section. Below this section, there is a 'Period 1' dropdown menu. Below the dropdown menu, there is a 'Current Fiscal Year' tab. Below the 'Current Fiscal Year' tab, there is a message: 'To assign a GED Ready voucher, select the appropriate subject from the dropdown list. Once a voucher is selected, an email with the voucher code will be automatically sent to the Adult Education staff person doing the selecting. If a voucher is selected in error, contact KYAE Skills U for support. If the code needs to be sent again, click the mail icon on the far right.' Below this message is a form with 'Add Voucher :', a dropdown menu showing 'GED Ready™ - Reasoning Through Language Arts', and an 'Add' button. The 'Add' button is circled in red. Below the form is a table titled 'GED Test Scores' with columns: 'Voucher Code', 'Assign Date', 'Expires', 'Subject', 'Test Date', 'Score', 'Status', and 'Resend Email'. The table is currently empty, with the text 'No Test Results to view.' at the bottom. A popup window is visible at the top of the screen, displaying the message: 'test.kaers.ky.gov says: Voucher Added!' and an 'OK' button. A red arrow points from the 'Add' button to the popup window.

An email with the voucher code will be sent to the KAERS staff person making the assignment. This email may be resent by clicking the **Resend Email** icon to the far right of the voucher.




Period 1

 Current Fiscal Year Previous Fiscal Year GED Ready

To assign a GED Ready voucher, select the appropriate subject from the dropdown list. Once a voucher is selected, an email with the voucher code will be automatically sent to the Adult Education staff person doing the selecting. If a voucher is selected in error, contact KYAE Skills U for support. If the code needs to be sent again, click the mail icon on the far right.

Add Voucher : GED Ready™ - Reasoning Through Language Arts ▾ Add

GED Test Scores							
Voucher Code	Assign Date	Expires	Subject	Test Date	Score	Status	Resend Email
GEXT10475301	2017-11-1	2018-7-5	GED Ready™ - Reasoning Through Language Arts				

Ready scores will continue to automatically populate KAERS as before. NOTE: Only one voucher may be issued per Subject unless a non-passing score is recorded for that subject. Open vouchers or passing scores mean that no more vouchers may be issued for that particular subject.

If scores do not load, or if you need another voucher before scores have loaded, contact Terry Tackett or Natalie Cummins.

## To Enroll a Student

Click the **Enrollment** tab. You will see this screen:

The screenshot shows the 'Enrollment' tab in the KAERS system. The form is titled 'Enrollment Information' and contains the following fields and sections:

- Location:** Central Office (dropdown)
- Site:** -- Select an item -- (dropdown)
- Enrollment Source:** -- Select an item -- (dropdown)
- Secondary Education Credential?:** -- Select an item -- (dropdown)
- Enrollment Subject:** -- Select an item -- (dropdown)
- Enroll Date:** MM/DD/YYYY (calendar icon)
- Employment Status:** -- Select an item -- (dropdown)
- Program Type:** -- Select an item -- (dropdown)
- Exclusions:** -- Select an item -- (dropdown)
- Assigned Staff:** -- Select an item -- (dropdown)
- Released:** ☐ (checkbox)
- Released by:** (text field)
- Released on:** (text field)
- Select Intent:**
  - ☐ Basic Skills Acquisition
  - ☐ Gain Employment
  - ☐ GED
  - ☐ KESC
  - ☐ Learn English Language
  - ☐ NCRC
  - ☐ Transition to College
- Select type of Services:**
  - ☐ Adult Ed at the Workplace
  - ☐ Family Literacy
  - ☐ Corrections
  - ☐ EL/Civics
  - ☐ GED Express
  - ☐ SNAP E&T Treatment
  - ☐ IET
  - ☐ SNAP E&T Control
  - ☐ Workforce Skills Initiative
  - ☐ Fall AO
  - ☐ Spring AO

At the bottom of the form, there are three buttons: **Save** (with a floppy disk icon), **Update** (with a green checkmark icon), and **Cancel** (with a green arrow icon).

Below the buttons is a table titled 'Enrollment History' with columns: **Enroll Date**, **Program Type**, **Location**, and **Enrollment Source**. The table currently shows 'No Enrollments to view.'

The footer of the page includes the text: 'Last logged on: 7/12/2017 Contact Programs' and 'Copyright © 2012 Commonwealth of Kentucky All rights reserved.'

If you have a program with more than one **Location**, select the appropriate one from the drop-down.

Select the appropriate **Site**. This is required.

Select the **Enrollment Source** from the drop-down. If you are unsure about the different types of enrollment sources, please see the **Glossary**.

Select whether this student already has a **Secondary Education Credential**. If the student lacks any of the above, then choose None. See the **Glossary** for definitions of these choices.

Select the **Enrollment Subject**. Note: This field will default to the test you entered with the lowest NRS level. If you entered more than one test in the same NRS level, then you can choose the enrollment subject.

Select the **Enroll Date**. This should be the date the student completed his or her registration.

Select the **Employment Status**. If you are unsure about the definitions of these types, please see the Glossary.

Select the **Program Type**. If you are unsure about the definitions of these types, please see the Glossary.

**Exclusions:** There are certain categories which exclude students from the cohort for exit measurements. Please see p. 80 for full definitions.

Select the **Assigned Staff**. This is the staff member or instructor who can be the primary contact for a student.

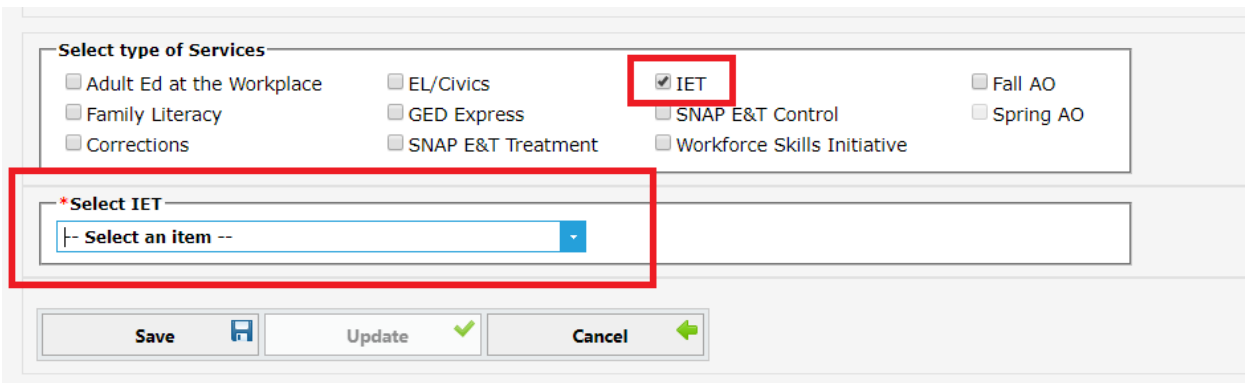
**Released** Function: This replaces separation. Please see the appropriate section beginning on p. 70.

**Select Intent.** Check each area where the student has expressed their reason(s) for needing adult education services. Intent should be determined through orientation and advising. Note: Intent is not a goal. See definitions in the Glossary to choose the correct intent.

**Select Type of Services.** (Note: These options may change from year to year and during the year. Be sure to follow email updates and notices on the KAERS Home Screen Banner.) The types of services are defined in the Glossary. **NOTE on Paraeducator:** Typically, centers giving the Paraeducator exam will not need to enroll a test-taker. However, if the person cannot pass the exam and needs instruction, then they should be TABE-tested in the area needed, enrolled, instructed, and post-tested.

#### **IET Service:**

If IET is selected, a new box will appear at the bottom of the screen.



The screenshot shows a web-based form for selecting services. The 'Select type of Services' section contains several checkboxes: 'Adult Ed at the Workplace', 'Family Literacy', 'Corrections', 'EL/Civics', 'GED Express', 'SNAP E&T Treatment', 'IET' (which is checked and highlighted with a red box), 'SNAP E&T Control', 'Workforce Skills Initiative', 'Fall AO', and 'Spring AO'. Below this section, a dropdown menu labeled '\*Select IET' is highlighted with a red box; it currently displays 'Select an item --'. At the bottom of the form are three buttons: 'Save' with a floppy disk icon, 'Update' with a green checkmark icon, and 'Cancel' with a green arrow icon.

Select the appropriate IET from the dropdown list. This list is populated from the IETs created in the **Location** section.



\*Select IET

-- Select an item --

-- Select an item --

Combined Workforce Training: KCTCS

Save Update Cancel

NOTE: Only IETs with a valid date range may be selected. You may edit IET offerings by going to **Location** → **IET**.

Click the **Save** button.

## To Enter Barriers to Employment

After completing the initial Enrollment screen, you will be directed to the Barriers to Employment screen. You will need to complete this before assigning the student to classes. *It is important to complete this screen as accurately as possible, because the data we collect will be used by OCTAE to determine our state's performance measures.*

Period 1

**Enrollment Info**  
 Enroll Date : Wednesday, July 04, 2018      Location : Central Office      Site : Main Learning Center  
 Class Location :      Program Type : Adult Education or ESL      GED or Diploma : Neither  
 Status : ENROLLED

**Enrollment Information - WIOA**

\*Individual with a Disability : NO      \*Long-Term Unemployed : NO

\*Category of Disability (check all that apply):

☐ Physical/Chronic Health Condition    ☐ Physical/Mobility Impairment    ☐ Mental or Psychiatric Disability  
☐ Vision-related disability    ☐ Hearing-related disability    ☐ Learning Disability  
☐ Cognitive/Intellectual Disability    ☐ Participant did not disclose type of disability    ☒ No Disability

\*Exhausting TANF Within 2 Years : NOT APPLICABLE      \*Foster Care Youth Status : NO

\*Homeless Participant, homeless children and youths, or runaway youth : NO      \*Ex-Offender Status : DID NOT DISCLOSE

\*Migrant and Seasonal Farmworkers : NO

\*Single Parent : NO      \*Displaced Homemaker : NO

\*Low Income Status : NO

\*Cultural Barriers : NO

**Enrollment Information - Other Barriers**

\*Does the student have regular transportation? : YES      \*Does the student have custody of at least one child under age 6? : NO

**Update** **Cancel**

Programs are responsible for creating their own Barriers form for students to complete. If the student does not complete the barriers survey, then click on **Did not Complete Form** and click **Update**.

Select the appropriate responses for each field via the drop-down list next to each item. A definition of the WIOA Barriers field is available by hovering the mouse over the field, and definitions are also provided in the Glossary of this manual.

We collect two other barriers, transportation and child care:

- **Regular Transportation** is defined as having reliable access to a private vehicle (e.g. car, bicycle, motorcycle) or public transportation system, or by traveling on foot. If the student regularly switches transport, must borrow rides from numerous

people, or misses class due to lack of transportation, then the answer to this question is No.

- **Custody of a child under age 6** is defined as having primary care responsibilities for that child or children. This applies to step-parents, grandparents, and foster parents. The intent of this question is to determine whether a student's attendance is being adversely affected by childcare responsibilities.

Once you have made all your selections, click the **Update** button.

You will now be able to assign classes and enter attendance.

## To Assign a Student to Classes

(Note: Students entered as OPT/Paraeducator should NOT be enrolled in any classes.)

Click the **Schedule** tab.

You will notice that there is already a class there. This is the Open Lab that all students are automatically assigned to. When entering attendance, contact time that falls outside of assigned classes will be collected here. You cannot delete this class.

Click the **Add Class** button on the right. You will be taken to this screen.

You can search by the **Class Subject** (dropdown list shown) or by the **Class Name** (or partial name) or both. Enter your terms into the search fields and then click the **Search** button on the right. This will pull up one or more classes to choose from. (To bring up ALL classes, click the Search button alone.) To enroll the student in a class, click on the plus sign on the right side of the class entry (+).

**Search Class**

Site: -- Select an item -- \*Start Date: MM/DD/YYYY

\*Subject: Math \*End Date: MM/DD/YYYY

\*Class Name:

**Select Days**

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

**Classes Available**

Site	Class Name	Start Date	End Date	Start Time	End Time	Days	# Seats	# enrolled	Subject	Add Class
	Math 101 NW	07/01/2016	04/30/2017	03:00 PM	05:00 PM	MWRP	15	4	Math	+

Page size: 10 1 items in 1 page

A dialogue box will pop up asking you if you are sure you want to add the student to the class. Click **OK**. If you selected the wrong one, click the **Cancel** button and try again. Repeat this process until all classes are scheduled.

## To Remove a Student from a Class

Go to **Enrollment** → **Schedule**.

Find the class you wish to remove from the schedule, and click the red X on the right.

**Scheduled Classes**

Site	Class Name	Subject	Start Date	End Date	Start Time	End Time	Days
	Central Office - Open Lab		04/05/2017	06/30/2017	12:00 PM	12:00 PM	MTWRFPS
	Math 1 new 2nd	Reading	04/05/2017	06/30/2017	09:00 AM	10:59 AM	TWR

Page size: 7 2 items in 1 page

## If a Class Conflict Error Occurs

If you get a message that a class conflict error has occurred, you may be trying to schedule a student for two classes happening at the same time. If this is not the case, then edit the starting or ending times of adjacent classes so that they do not begin and end at exactly the same time. See p. 28 for more details.

**You have now completed entering or updating a student.**



## Periods of Participation

Under WIOA Regulations, students enrolled in Adult Education are subject to Periods of Participation. A Period of Participation (POP or Period) is defined as a span of attendance marked by gaps in attendance of less than 90 days. Once a student has an attendance gap of 90 days, then that student is considered exited (separated) from Adult Education. If that student returns to Adult Education after a 90-day absence, then that student is automatically entered into a new POP. In practical application, this affects the Test and Enrollment screens in KAERS.

## Tests

On the Test screen, the Period 1 tab will be visible, but you will not be able to add any more tests to this tab.

The Period 2 (or 3) tab is now active. If the student did not progress test on all Initial Tests in Period 1, then those tests will roll over and populate the Period 2 tab. If the student did progress test, then the program may decide whether to use the progress test as the new enrollment or to give a new assessment (different level and/or form from the Initial Enrollment).

Enter tests in accordance with the guidelines beginning on p. 36.

The screenshot shows the KAERS interface with the 'Tests' tab selected. At the top, there are tabs for 'Add/Edit Student', 'Tests', and 'Enrollment'. Below these, a blue bar displays 'Test Hrs : 2.00 Attend Hrs : 0'. The 'Period 1' tab is selected, and a yellow warning banner is visible. Below the banner, the 'Current Fiscal Year' is set to '03'. The 'Add Test Result(s)' section shows 'Enrollment Subject: Reading / Score: 0.0'. A table titled 'Test History for Current Fiscal Year' is displayed, showing the following data:

Test Date	Test Type	Functional Level for Current FY	Test	Subject
03/01/2017	Initial Enrollment	03	9 TABE-M	Reading
06/15/2017	Progress	05	9 TABE-D	Reading
06/01/2017	Test Score	03	10 TABE-D	Math
06/15/2017	Test Score	05	9 TABE-A	Math

An 'Add Test' button with a green plus icon is located to the right of the table.

## Enrollment

For each new Period of Participation, new enrollment information must be collected, including Barriers to Employment. The Period 1 tab will be visible, but it will be locked to new information. The Period 2 (or 3) tab is now active. Complete all the enrollment tabs in accordance with the guidelines beginning on p. 42.

The screenshot displays the 'Enrollment' tab in the KAERS system. The 'Enrollment Information' section contains the following fields and options:

- \*Location :** [Dropdown menu]
- \*Enroll Date :** MM/DD/YYYY [Calendar icon]
- \*Site :** -- Select an item -- [Dropdown menu]
- \*Employment Status :** -- Select an item -- [Dropdown menu]
- \*Enrollment Source :** -- Select an item -- [Dropdown menu]
- \*Program Type :** -- Select an item -- [Dropdown menu]
- \*Secondary Education Credential? :** -- Select an item -- [Dropdown menu]
- Exclusions :** -- Select an item -- [Dropdown menu]
- \*Enrollment Subject :** -- Select an item -- [Dropdown menu]
- Assigned Staff :** -- Select an item -- [Dropdown menu]
- Released :** ☐
- Released by :** [Dropdown menu]
- Released on :** [Dropdown menu]
- \*Select Intent:**
  - ☐ Basic Skills Acquisition
  - ☐ GED
  - ☐ Learn English Language
  - ☐ Transition to College
  - ☐ Gain Employment
  - ☐ KESC
  - ☐ NCRC
- Select type of Services:**
  - ☐ Adult Ed at the Workplace
  - ☐ EL/Civics
  - ☐ IET
  - ☐ Fall AD
  - ☐ Family Literacy
  - ☐ GED Express
  - ☐ SNAP E&T Control
  - ☐ Spring AD
  - ☐ Corrections
  - ☐ SNAP E&T Treatment
  - ☐ Workforce Skills Initiative

Buttons at the bottom: **Save** (with floppy disk icon), **Update** (with green checkmark icon), and **Cancel** (with green X icon).

**Enrollment History Table:**

Enroll Date	Program Type	Location	Enrollment Source
Thursday, June 01, 2017	Adult Education or ESL	Central Office	Employer/Business

As was mentioned in the WIOA Technical Assistance meetings, it is advantageous to programs to do as much as possible to ensure that a student does not lapse out of Period 1. If program staff speaks with a student during an absence, this counts as Contact Time and is to be recorded in KAERS immediately. NOTE: There must be two-way contact between staff and student. Voice mails, texts, and emails sent to a student do NOT count as contact time unless the student replies. In-person contact (such as an encounter at a grocery store) also counts. On the **Attendance** tab, select **Distance Learning**. The Product Type is **Personal Contact**.

Add/Edit Student
Tests
Enrollment

Period 1
Period 2

**Enrollment Info**  
Enroll Date : **Monday, May 01, 2017**      Location :       Site : **Main Learning Center**  
Class Location :      Program Type : **Adult Education or ESL**      GED or Diploma : **Neither**  
Status : **ENROLLED**

Enrollment
Barriers to Employment
Schedule
Attendance
Goals

**Attendance** Total Attendance Hours : **25.00**

\*Attendance Type : **Distance Learning**      \*Attendance Date :

Product:

Site : **Main Learning Center**

\*Total Time : **0.00**

Save

Update

Cancel

Return

Site

Attend Type

Date

	Distance Learning	05-08-2017	
	Learning Center		

Product

ALEKS  
Aztec Adult Education  
Burlington English  
EdReady Math  
Essential Education  
FastForward  
ITTS  
Khan Academy  
Other Software  
Paper Products  
**Personal Contact**  
USA Learns  
WIN

	Total Time	Created By	Created On		
	17.00	test3	07-05-2017 10:16 AM		
	8.00	test3	07-06-2017 10:17 AM		

## Attendance

### Student Sign-In

Per KY SKILLS U Implementation Guidelines, programs shall use the KAERS Student Sign-In whenever possible.

### How a Student Signs In

It is advisable to have a dedicated computer for sign-in. TURN OFF the remember password feature in the browser.

A staff member logs into KAERS. From the home screen, select **Attendance** → **Student Signin**. This will open a sign-in portal. The student may enter a driver's license number (IF that number is in the student's general information), or the student may enter her/his **User ID** and **Password** and click **SignIn/Out**. Once this is done, green text will appear at the bottom to indicate a successful sign-in. (For more information about Student IDs and Passwords, please see this section on p. 46.)



The screenshot shows the KAERS (Kentucky Adult Education Reporting System) Student SignIn and SignOut Form. At the top, there is a green power button icon and the text "KAERS Kentucky Adult Education Reporting System". Below this, there is an image of a driver's license scanner with an arrow pointing to the right. The form title is "Student SignIn and SignOut Form". The instructions state: "You may sign in by either (a) scanning your driver license, (b) entering your login UserID and password, or (c) entering your Driver License Number--for attendance signin and signout." There are three input fields: "\*Driver License # :", "\*UserID :", and "\*Password :". Below the UserID and Password fields is a "SignIn/Out" button. At the bottom, a green checkmark icon is followed by the text "Martha Jones Signed In". The footer contains the text "Copyright © Commonwealth of Kentucky All rights reserved".

## How a Student Signs Out

A staff member logs into KAERS. From the home screen, select **Attendance** → **Student Signin**. This will open a sign-in portal. The student may enter a driver's license number (IF that number is in the student's general information), or the student may enter her/his **User ID** and **Password** and click **SignIn/Out**. Once this is done, blue text will appear to indicate the student has successfully signed out.



The screenshot shows the KAERS (Kentucky Adult Education Reporting System) interface. At the top is the KAERS logo. Below it, there's a section titled "Scan Driver License" with an image of a scanner and an arrow pointing right. Underneath is the "Student SignIn and SignOut Form". The form includes instructions: "You may sign in by either (a) scanning your driver license, (b) entering your login UserID and password, or (c) entering your Driver License Number--for attendance signin and signout." There are three input fields: "\*Driver License # :", "\*UserID :", and "\*Password :". Below these is a button labeled "SignIn/Out". At the bottom, a green checkmark icon is next to the text "Martha Jones Signed out". The footer contains the copyright notice: "Copyright © Commonwealth of Kentucky All rights reserved."

## Student IDs and Passwords

To access a student's User ID and Password, go to **Student → Enrollment → Attendance**. *A student must be assigned to a class or facilitated lab before the password is created.*

Click on the **Schedule** tab. You will see a **Print** button.

Period 1

**Enrollment Info**

Enroll Date : **Wednesday, April 05, 2017** Location : **Central Office** Site : **Library**  
 Class Location : Program Type : **Adult Education or ESL** GED or Diploma : **Neither**  
 Status : **ENROLLED**

Enrollment | **Schedule** | Attendance | Goals

**Print** **Add Class**

Site	Class Name	Subject	Start Date	End Date	Start Time	End time	Days
Central Office - Open Lab			04/05/2017	06/30/2017	12:00 PM	12:00 PM	MTWTFSS
	Math 1 new 2nd	Reading	04/05/2017	06/30/2017	09:00 AM	10:59 AM	TWR

Page size: 7 2 items in 1 page

Click this and you will open a screen with the User ID and Password suitable for printing out for the student's file.

Home | Student | Staff | Location | Attendance | Reporting | Help | Logout

**KAERS**

**KAERS Student Login Information**  
 PLEASE KEEP THIS INFORMATION IN A SECURE LOCATION.

Student Name :  
 User Name :  
 Password :

Through the KAERS student portal, you have access to:

- Class schedule
- Test results
- Certificates earned
- Attendance information
- Other valuable resources

If you need assistance with using the KAERS student portal, please contact your local adult education center staff.

**Student Class Schedule**

**Return**

**KAERS**  
<https://kaers.ky.gov/Signin.aspx>  
 USER NAME:  
 PASSWORD:  
 Clip and save!

Print using your browser's printer function. When you are finished, click the Return button to go back to the Schedule screen.

## Student ID Report

To return a list of all student **User IDs** and **Passwords**, go to **Reports → Program Reports → Student Search**. Select the Location and click View Report. This will bring

up a list of all enrolled students for the fiscal year and their associated User IDs and Passwords. You can export this report to Excel for sorting purposes.

## To Change a Student's Password

Search for the Student. Click on the pencil icon to edit.

On the **Add/Edit Student** tab, you will see the student's UserID. There is a button to **Reset Password**.

Student > Add/Edit Student

Add/Edit Student Tests Enrollment

Student Information

Scan Driver License

Name:   
 ID:   
 Status: **ENROLLED**  
 Username:   
 Account Status: Active  
 Consent Given: Yes

History

Created By:	aerinadm
Created On:	10-02-2013 13:50 PM
Last Updated By:	test1
Last Updated On:	07-12-2017 13:17 PM

Save Delete Email Account **Reset Password** Cancel Search Student

When you click this button, a window will open where you can enter the appropriate information.

Student Information

Scan Driver License

Name:   
 ID:   
 Status: **ENROLLED**  
 Username:

History

Created By:	aerinadm
Created On:	10-02-2013 13:50 PM
Last Updated By:	test1
Last Updated On:	07-12-2017 13:17 PM

Save Delete Email Account **Reset Password** Cancel Search Student

KAERS - Change Password

Change Password

\*Password :  Generate Password

\*Confirm :

User Must Reset Password : Yes ☒

Send E-mail : Yes ☒

Save Close Window

Personal Info

\*SSN: 131-0000000000  
 \*Last Name: test  
 MI:   
 \*Date of Birth: 11/11/1980

Enter the new password and confirm. (If you select "Generate Password," the system will assign a random password). The next options will default to Yes, but you can select No. If you select "User Must Reset Password," then the student will be prompted to enter a new password the next time they log in.



## Staff Responsibility at End of Day

At the end of the day, a staff person should check the **“Students not signed out”** link from the **KAERS home page**. Clicking on this link will open a list of students who did not sign out. From here you can select a student to edit and enter the correct sign-out time.

## Staff Responsibility the Next Day

If a student neglects to sign out when he/she leaves the learning center, or if staff do not sign out the student, a process will automatically run in KAERS each night to sign out students. The student’s sign-in and sign-out times will be the same, resulting in ZERO hours of attendance for that day. It will then be the responsibility of the data clerk or instructor to edit the attendance record to accurately reflect the student’s sign-out time. From the KAERS home page, select the **“Pending Attendance Approval”** link.



Click on the **Approve Attendance** tab (if it does not automatically open).

The screenshot shows the 'Approve Attendance' screen in KAERS. The user is logged in as 'test est1' from the 'Central Office'. The screen has tabs for 'Maintain Rosters', 'Manage Sign-ins', and 'Approve Attendance'. Below the tabs, there is a section titled 'Select a criteria for which to mark attendance' with various search filters: County (Select a Location), Location (Central Office), Class Type (ALL), Site (Select a Site), Subject (Select a Subject), Class Name, Start Date (11/1/2016), End Date (12/15/2016), Last Name, First Name, SSN, and Driver License. On the right, there is a 'Search Student' section with 'Return' and 'Reset' buttons. At the bottom, there is a table with columns: SSN, Student Name, Class, Date, Time (hrs), Edit, and Deny. The table contains one row for a student named 'General Test' with SSN '\*\*\*-\*\*-8081', Class 'Central Office - Open Lab', Date '11/29/2016', and Time '0.00'. The page also shows 'Page size: 5' and '3 Records: 1 page'.

SSN	Student Name	Class	Date	Time (hrs)	Edit	Deny
***-**-8081	General Test	Central Office - Open Lab	11/29/2016	0.00		



Click the pencil icon next to the student you want to edit. (NOTE: If you know this student signed in but did not attend class, you can click the red X next to the pencil to deny this entry. You will be prompted to confirm you choice to delete the attendance record.)

The screenshot shows the KAERS web application interface. At the top, there's a navigation bar with icons for Home, Student, Staff, Location, Attendance, Reporting, Help, and Logout. Below this is a sub-navigation bar with tabs for Maintain Rosters, Manage Sign-in, and Approve Attendance. The main form is titled 'Select a criteria for which to mark attendance'. It contains several input fields: County (dropdown), Location (dropdown, set to 'Central Office'), Class Type (dropdown, set to 'ALL'), Site (dropdown), Subject (dropdown), Class Name (text), Start Date (calendar, set to 11/1/2016), End Date (calendar, set to 12/15/2016), Last Name (text), First Name (text), SSN (text), and Driver License (text). To the right of these fields is a 'Search Student' section with a search icon, a 'Return' button, and a 'Reset' button. Below the main form, there's a section for 'Student Name: General Test' and 'SSN: \*\*\*\*\*8081'. This section includes fields for 'Attendance Date (mm/dd/yyyy): 11/29/2016', 'Attendance Type: Learning Center', 'Start Time: 1:03 PM', 'End Time: 1:03 PM', 'Site: Select a Site', 'Total Time: 0.00', and 'Class: Central Office - Open Lab'. The 'Start Time' and 'End Time' fields are circled in red. At the bottom right of this section are 'Update' and 'Cancel' buttons. An 'Approve' checkbox is checked at the bottom of the form.

Note that the **Start Time** and **End Time** are the same. You will need to edit these times to reflect when the student was actually there. When you are finished, click Update.

IF the student signed in mistakenly (for example, the student arrived and then left without attending class,) click the box next to **Approve**. This will result in denial of the entry.

## Entering Attendance via Instructor or Data Clerk

In those situations where student sign-in is not possible, a data clerk or instructor may enter attendance. There are a few ways to accomplish this.

### Option 1: Go to the Student Record

Go to **Student** → **Search Student**. You will see this screen:

Student Record ID	SSN	First Name	Last Name	MI	Email	City	License #	Status	Hrs	Icon
		Hartha	Jones			Anywhere		ENROLLED	9.00	
		Jamie	MacCrimmon			Anywhere		ENROLLED	0	
		Jack	Harkness			Anywhere		GENERAL	0	
		Rose	Tyler			Anywhere		GENERAL	0	
		Amelia	Pond			Anywhere		ENROLLED	5.00	

There are numerous ways to find a student: you may enter SSN or Student Record ID or last and first name. Or, if that student has recently been searched, they will appear in the list at the bottom. How you search for students will depend a great deal upon how large your program is. After you locate the appropriate student, click the icon of two people with a pencil to edit. This will take you directly to the **Attendance** tab.

Period 1

**Enrollment Info**

Enroll Date : Monday, July 03, 2017      Location : Central Office      Site : Main Learning Center  
 Class Location :      Program Type : Adult Education or ESL      GED or Diploma : Neither  
 Status : ENROLLED

Enrollment    Barrier to Employment    Schedule    Attendance    Goals

**Attendance** Total Attendance Hours : 0

\*Attendance Type : -- Select an item --      \*Attendance Date : MM/DD/YYYY  
 Site : Main Learning Center      Class : -- Select an item --  
 \*Total Time : 0.00      Approve : ☒ Yes

Save    Update    Cancel    Return

Site	Attend Type	Date	Class	Approved	Total Time	Created By	Created On
No Enrollments to view.							

Click the **Attendance Type**. Attendance is collected differently for Learning Center, Distance Learning, and Orientation/Intake.

Every student should go through an Orientation/Intake Process (this might occur over multiple occasions; see Implementation Guidelines for full explanation). From the Attendance Type drop-down list, select **Orientation/Intake**.

Period 1

**Enrollment Info**

Enroll Date : Monday, July 03, 2017      Location : Central Office      Site : Main Learning Center  
 Class Location :      Program Type : Adult Education or ESL      GED or Diploma : Neither  
 Status : ENROLLED

Enrollment    Barrier to Employment    Schedule    Attendance    Goals

**Attendance** Total Attendance Hours : 0

\*Attendance Type : Orientation/Intake      \*Attendance Date : MM/DD/YYYY  
 Start Time:      End Time:      Approve : ☒ Yes

Save    Update    Cancel    Return

Site	Attend Type	Date	Class	Approved	Total Time	Created By	Created On
No Enrollments to view.							

Enter the **Attendance Date**. You may select this from the calendar icon or enter the numbers directly. Enter the **Start Time** and the **End Time** for Orientation session. You may use the clock icon to select the time, but this is most useful for times beginning on the hour. When you are finished, click the **Save** button.

## To Enter Learning Center Hours

Select **Learning Center** from the **Attendance Type** dropdown list.

Period 1

**Enrollment Info**

Enroll Date : Monday, July 03, 2017      Location : Central Office      Site : Main Learning Center  
 Class Location :      Program Type : Adult Education or ESL      GED or Diploma : Neither  
 Status : ENROLLED

Enrollment    Barriers to Employment    Schedule    **Attendance**    Goals

**Attendance** Total Attendance Hours : 0

\*Attendance Type : **Learning Center**    \*Attendance Date : MM/DD/YYYY

Start Time:      End Time:      Approve : ☒ Yes

Save    Update    Cancel    Return

Site	Attend Type	Date	Class	Approved	Total Time	Created By	Created On
No Enrollments to view.							

Select the appropriate **Attendance Date**. Enter the **Start Time** and **End Time**. Any hours collected will be automatically assigned to class(es) the student is enrolled in. If the student accrues hours outside an assigned class, those hours will be classified as "Open Lab." They do count for Attendance Hours and Testing Hours. When you are finished, click the **Save** button.

## To Enter Distance Learning Hours

Select **Distance Learning** from the **Attendance Type** drop-down list.

Period 1

**Enrollment Info**

Enroll Date : Monday, July 03, 2017      Location : Central Office      Site : Main Learning Center  
 Class Location :      Program Type : Adult Education or ESL      GED or Diploma : Neither  
 Status : ENROLLED

Insiderment    Barriers to Employment    Schedule    **Attendance**    Goals

**Attendance** Total Attendance Hours : 0

\*Attendance Type : Distance Learning    \*Attendance Date : MM/DD/YYYY  
 Product: -- Select an item --    Site : Main Learning Center    Class : -- Select an item --  
 \*Total Time : 0.00    Approve : ☒ Yes

Save    Update    Cancel    Return

Site	Attend Type	Date	Class	Approved	Total Time	Created By	Created On
No Enrollments to view.							

This screen collects more information. While only **Attendance Date**, **Site**, **Total Time**, and **Product** are required, it is highly recommended to also select **Class** associated with this Distance Learning time.

Select the **Product** from the drop-down list. For a list of the Product names, see the Glossary.

Select the **Site**, if applicable.

Select the **Class** to associate with this Distance Learning.

Enter the **Total Time**. This may be entered in whole hours or parts of hours.

When you are finished, click the **Save** button.

NOTE: It is at a program's discretion to decide how often to enter Distance Learning hours. Programs may choose to enter cumulative data once a week rather than every day. For accuracy of reporting, programs must still remain within the 7-day rule set forth in the Implementation Guidelines. However, it is important to be mindful of periods of participation, since Distance Learning hours may help prevent a PoP from expiring.

## Option 2: Mark Attendance

*This option works better for entering the attendance of a group of students in a class or lab.*

Go to **Attendance → Mark Attendance**. From the **Maintain Rosters** tab, select the **Attendance Date**, **Location**, **Class Name**, and **Attendance Type**. Then click the **Get Roster** button on the right.

The screenshot shows the KAERS (Kentucky Adult Education Reporting System) interface. The top navigation bar includes links for Home, Student, Staff, Location, Attendance, Reporting, Administration, Help, and Logout. The main content area is titled 'Attendance - Mark Attendance' and has three tabs: 'Maintain Rosters', 'Manage Sign-Ins', and 'Approve Attendance'. Below the tabs, there is a section for selecting a class and date for creating attendance records. This section includes fields for:
 

- \*Attendance Date (mm/dd/yyyy): 6/19/2015
- County: Select a Location
- \*Location: Central Office
- Class Type: ALL
- Site: -- Select an item --
- Subject: -- Select an item --
- \*Class Name: Math Advanced
- \*Attendance Type: Learning Center

 To the right of these fields are buttons for 'Get Roster', 'Return', and 'Reset'. Below the form is a table with the following columns: SSN, Student Name, Class, Date, Time (hrs), and Edit. The table contains one entry for a student named Jones, Martha, in the Math Advanced class, dated 6/19/2015, with a time of 3.00. The 'Edit' column for this entry has a dropdown menu with 'Select All' and 'Edit' options. The 'Approve Selected' button is circled in red, and the 'Select All' option in the dropdown is also circled in red.

Select the students who attended the class that day by clicking the box on the right of the entry. If all enrolled students attended, you can click **Select All**. Then click the **Approve Selected** button.

If you would like to select another class and repeat the process, click the **Reset** button on the right. This will clear the entries.

## To Fix Errors in Reporting Attendance

Go to **Student → Enrollment → Attendance**.

Find the attendance record that is incorrect. Click the pencil icon on the right to edit.

Period 1

**Enrollment Info**

Enroll Date : **Sunday, July 02, 2017** Location : **Central Office** Site : **Main Learning Center**  
 Class Location : Program Type : **Adult Education or ESL** GED or Diploma : **Neither**  
 Status : **ENROLLED**













Enrollment | Names to Enrollment | Schedule | **Attendance** | Goals

Total Attendance Hours : **27.50**

**Attendance**

\*Attendance Type : **Distance Learning** \*Attendance Date : **07/10/2017**  
 Product: **ITTS**  
 Site : **Main Learning Center** Class : **— Select an Item —**  
 \*Total Time : **19.00** Approve : ☒ Yes

Save Update Cancel Return

Site	Attend Type	Date	Class	Approved	Total Time	Created By	Created On		
	Distance Learning	07-10-2017		Yes	19.00	test1	07-13-2017 11:30 AM		
	Learning Center	07-05-2017	Central Office - Open Lab	Yes	2.00	test1	07-13-2017 11:29 AM		
Main Learning Center	Learning Center	07-05-2017	Test Math	Yes	2.00	test1	07-13-2017 11:29 AM		
	Learning Center	07-05-2017	Central Office - Open Lab	Yes	0.50	test1	07-13-2017 11:29 AM		
	Learning Center	07-05-2017	Central Office - Open Lab	Yes	1.00	test1	07-13-2017 11:29 AM		
	Orientation/Intake	07-02-2017		Yes	3.00	test1	07-13-2017 11:29 AM		

If this is Distance Learning, you will be able to change the Attendance Type, Date, Total Time, Class, and Product.

If this is Learning Center, you will be able to change the Attendance Type, Date, Start Time, End Time, Site, and Class. You will not be able to edit total time, because that is calculated automatically.



Period 1

**Enrollment Info**  
Enroll Date : **Sunday, July 02, 2017**      Location : **Central Office**      Site : **Main Learning Center**  
Class Location :      Program Type : **Adult Education or ESL**      GED or Diploma : **Neither**  
Status : **ENROLLED**

Intelligent    Barriers to Employment    Schedule    **Attendance**    Scale

Total Attendance Hours : **27.50**

**Attendance**  

\*Attendance Type : **Learning Center**  
Start Time: 9:00 AM  
Site : **Main Learning Center**  
\*Total Time : 2.00

\*Attendance Date : 07/05/2017  
End Time: 11:00 AM  
Class : **Test Math**  
Approve : ☒ Yes

Save  
**Update**  
Cancel  
Return

Student Attendance							
Site	Attend Type	Date	Class	Approved	Total Time	Created By	Created On
	Distance Learning	07-10-2017		Yes	19.00	test1	07-13-2017 11:30 AM
	Learning Center	07-06-2017	Central Office - Open Lab	Yes	2.00	test1	07-13-2017 11:29 AM
Main Learning Center	Learning Center	07-05-2017	Test Math	Yes	2.00	test1	07-13-2017 11:29 AM
	Learning Center	07-05-2017	Central Office - Open Lab	Yes	0.50	test1	07-13-2017 11:29 AM
	Learning Center	07-05-2017	Central Office - Open Lab	Yes	1.00	test1	07-13-2017 11:29 AM
	Orientation/Intake	07-02-2017		Yes	3.00	test1	07-13-2017 11:29 AM

When you are done making changes, click the **Update** button.



## Progress Testing

After students enrolled in NRS Levels 1-5 and 7-12 reach the required number of hours for post-testing, a suitable progress test should be administered. See 2018-19 Implementation Guidelines for details.

Go to **Student → Tests**.

Test Hrs : 30.00 Attend Hrs : 30.00

Period 1

Current Fiscal Year Previous Fiscal Year

Add Test Result(s)

Enrollment Subject: Math / Score: 0.0

Test History for Current Fiscal Year				
Test Date	Test Type	Functional Level for Current FY	Test	Subject
07/03/2017	Initial Enrollment	05	10 TABE-A	Math

Add Test

Click the **Add Test** button.

You will then be prompted to enter the test name and test date. This is the same procedure as described on p. 30.

Once a student has made a gain in the Initial Enrollment subject, the Test Hours will reset **only for that subject**. It will still be possible to enter post-tests for other subjects.

**Please note that after progress testing has been completed on ALL initial tests, the student's testing hours will reset to zero.** An additional 30-40 hours of attendance (depending on ENTRY test level) will be required before further progress testing can be entered.

## Low Duration Class Post-Testing Hours Exemption

A class which meets less than 40 hours in a 10-week period is considered to be a low duration class (see Implementation Guidelines for full description). Students in low duration classes may be post-tested before the number of hours specified in test publisher guidelines.

Enter the post-test information as described in the "Progress Testing" section above. After clicking **Add Test**, you will see an override message.

Test Hrs : 12.00 Attend Hrs : 12.00

Period T:

**Student must have enough hours (30) to record progress!**

Add Test Result(s)

\*Test Name : 
 \*Test Date :

**Score**

Reading :	<input type="text"/>	Grade Equiv:	<input type="text"/>
Language :	<input type="text"/>	Grade Equiv:	<input type="text"/>
Math (Total) :	<input type="text" value="680"/>	Grade Equiv:	<input type="text"/>
Math (Comp) :	<input type="text"/>		
Math (Appl) :	<input type="text"/>		

Do you want to Keep Scores Confidential?

**Student is in a low-duration class. Do you wish to override the attendance requirements?**

Click **Yes**, and the test will be entered.

## Goals: Setting and Completing

After completing orientation and assessment, student goals may be assigned. In order to set goals, go to **Student → Enrollment** and click the **Goals** tab. From the **Student Goal** field, click on the down arrow to open the drop-down list.

Goal	Goal Type	Subject	Set Date	Target Date	Reach Date
Complete Beginning ABE	Enrollment-related	Language	7/2/2017	6/30/2018	
Complete Low Intermediate ABE	Other Progress	Reading	7/2/2017	6/30/2018	

Select the goal you wish to assign. NOTE: A level gain goal is automatically set upon enrollment, depending upon each initial test level. If the procedure is followed for entering initial tests, each initial test will have a corresponding level gain goal. When the student makes a level gain, the **Reach Date** will update automatically.

Here are definitions for the **Goals**:

**Earn a GED:** If the student lacks a high school diploma or GED diploma, then this goal is usually recommended. Deciding when to set this goal is a matter of local procedure.

**Enter Postsecondary Education/Training:** If the student wishes to continue education at a community college, technical college, or four-year institution, this goal is set. If the student enrolls in Postsecondary Education, then the goal is marked as reached. **This goal is tracked for the purpose of calculating Measurable Skill Gains prior to data match with CPE. These goals/gains may be removed if there is no evidence to confirm entry.**

**Enter Military:** This goal is for students stating the intent to enter one of the five branches of the armed forces (Army, Navy, Air Force, Marines, or Coast Guard). This applies to Active Duty, Reserve, or National Guard.

**Gain Employment:** This goal is for students who state that they are unemployed and seeking a job. Do not set this goal for students who have declared that they are Not in Labor Force.

**Enter Other Training Non Postsecondary:** This goal is for students who state the desire to enter other training programs, such as apprenticeships.

**Platinum NCRC:** This goal is for students who wish to complete the Platinum level on the NCRC.

**Silver NCRC:** This goal is for students who wish to complete the Silver level on the NCRC.

**Gold NCRC:** This goal is for students who wish to complete the Gold level on the NCRC.

**Pass KY Paraeducator Assessment:** This goal is for individuals who wish to complete the Paraeducator Assessment to become an instructional assistant in a K-12 setting.

**Obtain KMSS Certificate:** Old manufacturing skills certificate.

**Register to Vote or Voted:** This goal is for students who express an interest in voting.

**Receive US Citizenship:** This goal is for students who wish to become citizens.

**Be Removed from Public Assistance:** This goal is for students who wish to stop receiving TANF or KTAP.

**Obtain Job Advancement:** This goal is for students who are currently employed but who wish to improve their education in order to receive a promotion.

**Retain Job:** This goal is for students who wish to improve their education in order to keep their job.

**Master Workplace Essential Skills Instruction:** Old certificate.

**Other:** This goal is for any other student-centered goal not on this list.

**State Corrections WIN:** This goal is selected only for students who are incarcerated in a state prison.

**ITTS:** This goal is selected for students who use the ITTS online learning platform.

**Carnegie:** This goal is no longer in use.

**Focus Career Job/Career Search:** This goal is set for a student who will be using the Focus Career product to look for a job.

**WIN CCR:** This goal is set when a student begins studying for the NCRC or KESC using the WIN curriculum/portal (this goal is explained further on page 64).

To set any goal, select it from the drop-down list and then click **Save**. KAERS will automatically enter a Target Date of June 30, 2018 (the end of the fiscal year).

Once a goal is reached, you may go back to that goal, and click the pencil icon to edit. Enter the **Reached Date** field and click **Update**. The goal is now completed.

### **Level Gain Goal**

Only one type of goal is automatically set in KAERS: the level gain goal. When a student is enrolled, a goal to complete all initial test NRS levels is set. For example, if a student is enrolled in math on NRS Level 3, then you will see a goal of “Complete Low Intermediate ABE” on that student’s goal screen. Any other initial tests will also have corresponding level gain goals. Each will have a Set Date of the Test Date, and the Target Date will be the end of the fiscal year (6/30/19). When a progress test is entered with a level gain, the Reach Date will automatically load on this screen. You cannot edit this goal.

## Releasing a Student

Because of Periods of Participation, KAERS automatically tracks students' lapses in attendance and will "separate" those who have gone 90 days without contact time. However, there are still situations where it is necessary for a program to suspend a student's enrollment, usually because that student will attend a program in another county. To do this, the function is **Release**.

Go to **Student → Enrollment** and click on the blue Enrollment tab.

The screenshot shows the 'Enrollment Information' form. At the bottom, the 'Released' checkbox is circled in red. Other fields include: Location: Central Office, Site: Main Learning Center, Enrollment Source: Media Influence, Secondary Education Credential?: None, Enrollment Subject: Health, Enroll Date: 07/03/2017, Employment Status: EMPLOYED FULL/PART TIME, Program Type: Adult Education or ESL, Exclusions: -- Select an item --, Assigned Staff: -- Select an item --, Released by: (empty), Released on: (empty).

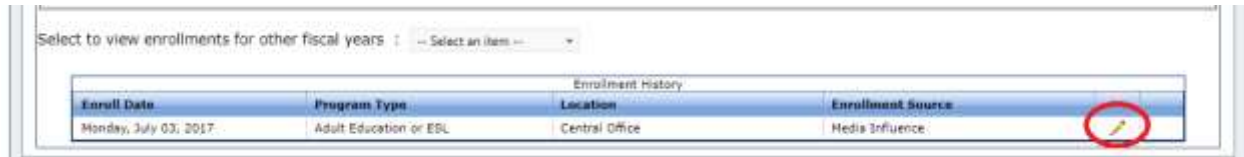
You will see a check box next to **Released**. Click this box and then click **Update** at the bottom of the screen.

The top screenshot shows the 'Enrollment Info' summary with the status 'SEPARATED' circled in red. The bottom screenshot shows the 'Enrollment Information' form with the 'Released' checkbox checked and the 'Released by' field populated with 'est1, test' and the 'Released on' field populated with '7/13/2017 1:22:02 PM', both of which are circled in red.

Now you will see that the student's status has gone to Separated. Please note that the "**Released on**" information will always be the date and time you release the student. There is no way to backdate this information, even at the state level.

## To Remove a Release

If a student returns to your program, then you can remove the release. Return to the **Enrollment** screen. At the bottom of the screen, click on the pencil next to your county's enrollment.



This will open up all the **Enrollment** tabs and allow you to edit.

Click on the **Released** checkbox. Then click **Update**. The student's status should now return to Enrolled.

## WIN CCR / WIN Portal

The WIN Portal allows students to study for and achieve the Kentucky Essential Skills Certificate (KESC) as well as prepare for the National Career Readiness Certificate (NCRC). Students may access WIN only through KAERS.

Go to **Student → Enrollment → Goals**.

Select the goal WIN CCR from the dropdown list.

You will now be prompted to enter a valid email address twice. This is very important. The WIN system identifies unique users with an email address. Please ensure this address is correct, because changing it can only be done by a KAERS programmer.

Click the **Save** button.

## The Student Portal Page

### To Have a Student Sign into WIN

Set up a computer to go to the regular KAERS home screen.

The student enters their User ID and Password. (To find these items, see the section on p. 46.) Once the student logs in, they will see their own dashboard. The WIN portal button (**Login to WIN**) will be on the left.





## Ongoing Data Quality Checks

Programs are expected to routinely monitor their own data quality in several key areas:

### Staff

Change in Employment Status – If a staff member leaves employment or changes weekly hours, this should be reflected in KAERS. See the Staff section beginning on p. 5 for guidance on making these updates.

### Sites

If classes cease at a site, it may be made inactive. If a site becomes more active, then the hours should be updated. See the Sites section beginning on p. 12 for guidance on making these updates.

### Schedule

Instructor Weekly Hours – Instructors should be engaged in the classroom a minimum of 65% of the time they are scheduled to work each week. In order to monitor this, check these two reports on a regular basis:

- Admin → Instructor Weekly Teaching Hours
- Program Reports → Weekly Class Schedule

If you need further assistance with reconciling instructor hours, contact your Regional Associate.

### Post-Secondary Enrollments (for the purpose of Measurable Skill Gains)

Marking the goal of Enter Post-Secondary Education/Training alerts KAERS to check that student's record for any other Measurable Skill Gain (such as GED or educational functioning level gain). If no other MSG has been achieved, then the post-secondary enrollment may count as the MSG for that student. However, these MSGs are cross-checked against a data match from the enrollment/attendance records of the Council on Postsecondary Education (CPE). This data match will locate students enrolled at public colleges and universities in Kentucky. If the student attends an institution or training program that is private, for-profit, or run by an eligible training provider, then the Adult Education program must retain records of that enrollment for potential audit. The program must keep the following information in the student's folder:

- Name and address of the institution
- Start date (the date the student actually begins attending the institution)
- Program of study (e.g. Medical Transcription, etc.)
- Anticipated credential (e.g. Certificate, CNA, etc.)

Programs may check the status of data matching by drilling down on the **Performance Report** (on the lines Total ABE/ASE or Total ELL). There you will find the following fields: Enter Postsecondary, Latest Postsecondary Entry, and Last Attendance Date.

**Enter Postsecondary** is the date marked in KAERS as reaching the goal.

**Latest Postsecondary Entry** is the date matched with CPE for enrollment in public colleges and universities in Kentucky.

**Last Attendance Date** is the last day the student attended Adult Education.

If there is a date for Enter Postsecondary, but no date for Latest Postsecondary Entry, then this indicates no data match, and the program will have to provide documentation supporting the enrollment. If there is insufficient documentation, then KY SKILLS U Skills U reserves the right to revoke this MSG.

If the Latest Postsecondary Entry date pre-dates the Last Attendance Date, then this is not considered an MSG. For postsecondary enrollment to count as an MSG, the student must exit Adult Education first.

Programs are expected to clean up fall semester reporting by December 31 and spring semester by May 1. Providing documentation support of postsecondary enrollment MSGs is ultimately the responsibility of local programs.

## End-Of-Year Actions

Each year, KAERS will undergo changes and updates to reflect growing data needs and requests, both from the state and federal levels. This requires the database to be taken completely offline for a number of days in early-mid July. KY SKILLS U will notify programs in advance of this closure.

Prior to taking the database offline, it is the responsibility of local programs to ensure that their data is up-to-date in KAERS and that problems or errors have been resolved.

**It is ideal to have this data entry complete by June 30.** KY SKILLS U extends a grace period of up to 10 days in July to allow for further updates, but these changes may affect the rollout of the updated database.

### Before the end of the year, DO:

- Ensure all test scores are entered and accurate.
- Ensure that all attendance is accurate.
- Ensure all goals that have been reached have been marked as such.

### Before the end of the year:

- **Don't release all students.** Students' periods of participation may carry over from one fiscal year to the next.
- **Don't** remove the WIN goal from students who already have that goal.
- **Don't** make staff inactive. KAERS will do this automatically.
- **Don't** make sites inactive. KAERS will do this automatically.

## Guide to Reports (As of 7/1/17)

There are a number of reports in KAERS. Some of these are best run once a week; others can be checked quarterly or on an as-needed basis. Please note that KAERS reports can change regularly; while every attempt will be made to keep this manual updated, sometimes changes will occur with little notification. New reports will be covered at regular directors' meetings.

Here is a list of all the reports currently in KAERS (and the fields they contain). Reports marked with \* are recommended to be run on a weekly basis for program performance tracking.

### Admin

- **Attendance** (Site, Class, Service Description, Client ID, Last Name, First Name, Entry Lvl, Attend Hrs, Last Attended Date, Not Attended in Days, Level Gain, Address, City, State, ZIP, Age, Sex, Race, Test Hrs, Status, Separation Reason, Email, Phone)
- \* **Performance Summary On Target Projections** (REG, WIB, Location Name, Provider Type, Contract, County Name, Enrollment, MSG, Academic Performance, GED Performance, # With Diploma, # With Diploma %)
- \* **Eligible to post-test** (First Name, Last Name, Client ID, County, WIB, Site, Entry Level, Subject Enrolled, Test Date, Test Name, Date of Last Attendance, Points to Reach Level Gain, Progress Test Date, Test Hrs, Attendance Hrs, Separation Reason, Enrolled in Another Program, Level Gain in Another Program, Email, Phone, Address, Class)
- \* **GED Ready Candidates** (Location Name, WIB, County, Site, Client ID, First Name, Last Name, Func Entry Level, Highest Level Reading, Highest Level Language, Highest Level Math, Level Gain Achieved, Att Hrs, Phone, Address)
- **KAERS/WIN, Students/Staff w/o WIN links** (Search by individual staff or student, or select Person Type to view a full listing of either)
- **Active Students Summary by Location** (Location, WIB, Enrollments, Separated, Attended in Last 30 Days, Attended in Last 15 Days)
- **GED Completers Summary** (Location, WIB, Level 1 to 3 Students #, Level 1 to 3 Completer #, Level 1 to 3 Completer %, Level 4 Students #, Level 4 Completer #, Level 4 Completer %, Level 5 Students #, Level 5 Completer #, Level 5 Completer %, Level 6 Students #, Level 6 Completer #, Level 6 Completer %, Level 1 to 6 Students #, Level 1 to 6 Completer #, Level 1 to 36 Completer %)
- **Attendance Hours Breakdown by Client** (Location, Site, Client ID, First Name, Last Name, Entry Level Code, Assigned Staff, Enrollment Source, Entry Subject, Entry Test Name, Highest Level Reading, Highest Level Language, Highest Level Math, Total Attendance Hrs, Orientation Hrs, Distance Learning Hrs, Learning Center Hrs, Learning Center Hrs by Subject, Post-Tested, Completed Level)
- \* **TABE GED Ready & GED** (Location, Site, Client ID, First Name, Last Name, Entry Level Code, Assigned Staff, Enrollment Source, Entry Subject, Entry Test Name, Highest Level Reading, Highest Level Language, Highest Level Math,

Total Attendance Hrs, GED Ready Scores, GED Scores, Post-Test, Completed Level)

- **GED Grads into Postsecondary** (Returns state numbers of GED grads who have entered postsecondary for the last 6 years)
- **\* GED with Ready Scores and NOT Passed GED** (Location, County, Site, Client ID, Func Entry Level, Enroll Subject, Level Gain, Ready Scores, GED Scores, Email, Phone, Address, City, State, ZIP)
- **Feds NRS Table 4** (Education Function Level, Enrolled, Attendance Hours, Average Hours, Pre-Post Tested, Pre-Post Tested %, Completed Level, Remaining in Level, % Completion)

#### Attendance

- **Attendance Hrs Summary by Location and Type** (Enrollments, Learning Center Hours, Orientation/Intake Hours, Distance Learning Hours, Total Attendance)
- **Attendance Hrs Summary by Month (Drill by Date)** (Enrollment, Attendance, Average)
- **Attendance Hrs Analysis** (Pie charts of attendance by type)
- **StudentCount by AttendanceHrs Grouping** (Pie chart graphic)
- **Student Attendance** (Attendance listed by date for an individual student for the entire fiscal year)

#### Performance

- **Performance Report** ("Classic" report; Can choose 12 Hours or All Hours; Underlined areas are drilldowns for more specific information)
- **Performance Summary – Service Type** (MUST choose Service Type, i.e. Corrections; Enrolled, In Level, Reached Goal, Reached Goal %, GED, NCRC)
- **Performance Report 2016 New Version** (Includes more information about GED attainment across levels)
- **New Performance Summary PostTested** (WIB, Students, Eligible for PostTest, Post Tested, Completed Goal)
- **\* Performance Report 2017 New Version** (Updated for Measurable Skill Gains)
- **Performance Summary** (Location Name, County Name, Enrollment Target, Academic Performance, GED, NCRC, GED HS Diploma, Staff FT and PT)
- **TABE Test Analysis** (Pie charts by subject)
- **Performance Summary – By Site** (Site Name, Enroll <12 Hrs, Enrolled, Level 1 to 6, Level 7 to 12, In Level, Reached Goal, Reached Goal %, GED, NCRC)

#### Program Reports

- **Site ID and Name by Location** (Simple Site ID listing)
- **Student Search** (Returns Username and Passwords for All Students)
- **Enrollment by Month** (Returns number of enrollments by month; can be narrowed by site)
- **Fed NRS Cohort** (Returns data reported to Federal Government)
- **Test Results** (Can select by Entry, Other, Progress, GED Ready; Scores listed by student, Test Date, Test Name, Attend Hrs, Func Level)

- **Mailing Labels**
- **Program Summary** (Charts Show Enrollment, GED Attainment, and Level Gains over the course of 5 years)
- **Contacts** (Lists all contacts for program, such as Main Contact and KAERS Contact)
- **Teachers vs. Student Hrs** (Lists number of instructors, number of students, and hours)
- **TABE TEST Summary** (Lists total numbers of students in each subject by Enrolled, Eligible to PostTest, Progress, Gains, % Gains)
- **Function Level by GED/HS Diploma/None** (Pie charts)
- **Weekly Class Schedule** (Lists all classes and labs scheduled by site, staff, and day)
- **Days To Level Gains By Function Level** (Level, # Enrolled, # Eligible for Post-Test, # Post-Tested, # Completed Level, Average Days to Complete Level, Average Test Hrs)

#### Roster

- **Roster (Location)** (Site, Status, Program, First Name, Last Name, Age, Gender, Service, Enroll Date, Attend Hrs, Entry Level, Test Name, Enroll Subject, Points to Reach Level Gain, GED/HS Diploma, Testing Hrs, Met Level Gain, Phone, Address)
- **Roster By Service (Location)** (Site, Status, Program, Name, Age, Gender, Service, Attend Hrs, Entry Level, Assigned Staff, GED/HS Diploma)
- **Class Roster** (Location, Class, Start Date, End Date, Start Time, End Time, Days, Student Last Name, Student First Name, Status, Func Level, Enroll Subject, Test Name, Points to Reach, Age, Gender, Attend Hrs, Met Goal, Race, Testing Hrs)
- **Enrollment without Class** (Returns any students not assigned to a class)
- **Class List and Enrollments** (Returns students enrolled in multiple classes; click on + symbol under Enrollment to expand)

#### Staff

- **Staff Listing** (Can be sorted by Active or Inactive; Staff ID, First Name, Last Name, Staff User Role, Email, PD Status, Primary Assignment, Job, Hrs/Wk, Hrs/Yr, Part-Time/Full-Time, Active?, Activ. Date, Subjects)
- **PD Activity** (County, Location Name, Last Name, First Name, Job Activation Date, Course ID, Course Title, Enroll Date, Separation Date, PD Status, Email)
- **Active Users** (Lists all active KAERS users and their last login date)
- **Staff Unsigned in Courses** (Lists staff who are not enrolled in PD courses)

## Reports Cross-Reference

<b>If you are looking for:</b>	<b>Try this report:</b>
Academic Performance	Admin→Performance Summary On Target
Address (Student)	Admin→Attendance Admin→Eligible to Post-Test Admin→GED with Ready Scores and Not Passed GED Roster→Roster (Location)
Age	Admin→Attendance Roster→Roster (Location) Roster→Roster by Service (Location)
Assigned Staff	Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Roster→Roster by Service (Location)
Attendance Hours	Admin→Attendance Admin→Eligible to Post-Test Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Roster→Roster (Location) Roster→Roster by Service (Location)
Average Days to Complete Level	Program Reports→Days to Level Gains by Function Level
Average Test Hours	Program Reports→Days to Level Gains by Function Level
Class	Admin→Attendance Admin→Eligible to Post-Test Roster→Class Roster
Distance Learning Hours	Admin→Attendance Hours Breakdown by Client
Email	Admin→Attendance Admin→Eligible to Post-Test Admin→GED Ready Candidates Admin→GED with Ready Scores and Not Passed GED
Enroll Date	Roster→Roster (Location)
Enrolled in Another Program	Admin→Eligible to Post-Test
Enrollment	Admin→Performance Summary On Target
Enrollment Source	Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED
Entry Level (Entry Level Code; Func Entry Level)	Admin→Attendance Admin→Eligible to Post-Test Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Admin→GED with Ready Scores and Not Passed GED Roster→Roster (Location) Roster→Roster by Service (Location) Roster→Class Roster

Entry Subject	Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Admin→GED with Ready Scores and Not Passed GED Roster→Roster (Location)
Entry Test Name	Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Roster→Roster (Location)
GED Number	Admin→Performance Summary On Target
GED/HS Diploma (possess at program entry)	Roster→Roster (Location) Roster→Roster by Service (Location)
GED Ready Scores	Admin→TABE GED Ready & GED Admin→GED with Ready Scores and Not Passed GED
GED Scores	Admin→TABE GED Ready & GED Admin→GED with Ready Scores and Not Passed GED
Highest Level Language	Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED
Highest Level Math	Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED
Highest Level Reading	Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED
Job Activation Date (Staff)	Staff→Staff Listing
Last Attended Date	Admin→Attendance Admin→Eligible to Post-Test
Learning Center Hours	Admin→Attendance Hours Breakdown by Client
Learning Center Hours by Subject	Admin→Attendance Hours Breakdown by Client
Level Gain (Level Gain Achieved; Met Level Gain; Completed Level)	Admin→Attendance Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Admin→GED with Ready Scores and Not Passed GED Roster→Roster (Location)
Level Gain in Another Program	Admin→Eligible to Post-Test
Measurable Skill Gains (MSG)	Performance→Performance Report 2017 New Version
Not Attended in Days	Admin→Attendance
Orientation Hours	Admin→Attendance Hours Breakdown by Client
Password (Student)	Program Reports→Student Search
PD Status	Staff→PD Activity
Phone	Admin→Attendance Admin→Eligible to Post-Test Admin→GED Ready Candidates Admin→GED with Ready Scores and Not Passed GED Roster→Roster (Location)
Points to Reach Level Gain	Admin→Eligible to Post-Test



	Roster→Roster (Location)
Post-Tested	Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED
Program (AE/ESL, Carryover, OPT)	Roster→Roster (Location) Roster→Roster by Service (Location)
Progress Test Date	Admin→Eligible to Post-Test
Race	Admin→Attendance
Separation Reason	Admin→Attendance Admin→Eligible to Post-Test
Service Description	Admin→Attendance Roster→Roster (Location) Roster→Roster by Service (Location)
Sex (Gender)	Admin→Attendance Roster→Roster (Location) Roster→Roster by Service (Location)
Site	Admin→Attendance Admin→Eligible to Post-Test Admin→GED Ready Candidates Admin→Attendance Hours Breakdown by Client Admin→TABE GED Ready & GED Admin→GED with Ready Scores and Not Passed GED Roster→Roster (Location) Roster→Roster by Service (Location)
Site ID	Program Reports→Site ID and Name by Location
Staff ID	Staff→Staff Listing
Staff Name	Staff→Staff Listing
Status	Admin→Attendance Roster→Roster (Location) Roster→Roster by Service (Location) Roster→Class Roster
Subject Enrolled (Entry Subject)	Admin→Eligible to Post-Test Admin→Attendance Hours Breakdown by Client
Test Date	Admin→Eligible to Post-Test
Test Hours	Admin→Attendance Admin→Eligible to Post-Test Roster→Roster (Location)
Test Name	Admin→Eligible to Post-Test
Username (Student)	Program Reports→Student Search
With Diploma #	Admin→Performance Summary On Target
With Diploma %	Admin→Performance Summary On Target

## KY Skills U Finance Module Manual


### Contracts

Before Skills U programs may enter staff and budget information, their contracts must be entered into the Finance Module by the KY SKILLS U finance staff. Local Skills U Directors must inform KYSU finance staff of allocations across the service area. For example, if a Skills U fiscal agent receives a contract for \$500,000 and serves 5 counties, then the Skills U program must provide the breakdown of how that \$500,000 is to be apportioned to each of the 5 counties. Contact Ashley Smither at [Ashley.Smith@ky.gov](mailto:Ashley.Smith@ky.gov) for questions or to provide that information.

<https://finance.kaers.ky.gov/default.aspx>

Log in with your ID and Password. Be sure that popups are enabled on your browser.


**NOTE: For proper function of this application, you must have popups enabled!**



### Log In to the Finance Module

Log in ID:

Password:

 Log in

[Reset Your Password](#)

### Budget

Even if the budget is final, no invoices will be paid before the contract is final. However, invoices should be submitted before the contract is final.

Each fiscal agent has two levels of budget approval:

- Preparer – This is the person who prepares the budget/invoices in Finance Module.
- Approver – This is the person who reviews the budget/invoices and approves in Finance Module.

At the State level, there are also two approval processes.

The first action of the year is to enter the staff. See pp. XX-XX. After staff are entered, budgets may be done.

From the Main Menu, go to **Process Budget Forms**.

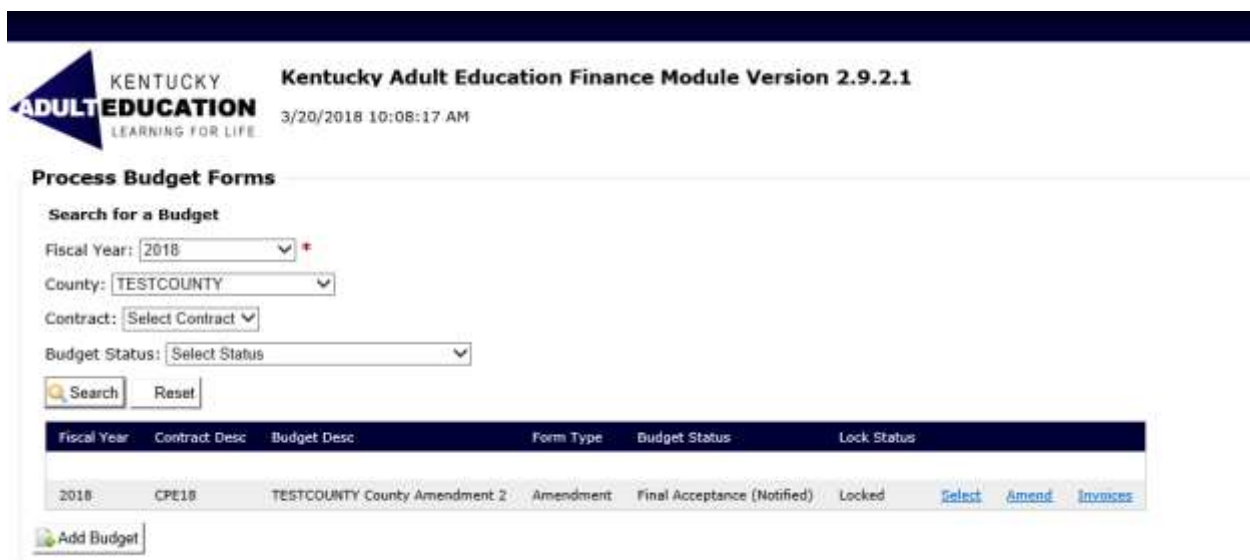


**KENTUCKY ADULT EDUCATION** **Kentucky Adult Education Finance Module Version 2.9.2.1**  
 LEARNING FOR LIFE 3/20/2018 10:05:36 AM

**Main Menu**

- Administration
- Process Budget Forms
- Process Inventory Reports
- Logout

Select the Fiscal Year.  
 Select the County.



**KENTUCKY ADULT EDUCATION** **Kentucky Adult Education Finance Module Version 2.9.2.1**  
 LEARNING FOR LIFE 3/20/2018 10:08:17 AM

**Process Budget Forms**

**Search for a Budget**

Fiscal Year: 2018  
 County: TESTCOUNTY  
 Contract: Select Contract  
 Budget Status: Select Status

Search Reset

Fiscal Year	Contract Desc	Budget Desc	Form Type	Budget Status	Lock Status
2018	CPE18	TESTCOUNTY County Amendment 2	Amendment	Final Acceptance (Notified)	Locked

Select Amend Invoices

Add Budget

**Note:** It is not necessary to choose contract or budget status.


Click the **Search** button.

Click on **Select the Pending Budget**.

**Total Budget Amount:** \$200,150

**Budget Items:**


Service Type	Category	Subcategory	Item Description	Cost	PCT	Message
	Administrative Costs	Personnel	Salary and Fringe	\$1,650	0.0000	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total Administrative Costs</b>				<b>\$1,650</b>	<b>0.8244</b>	
	Instructional Costs		Personnel	\$80,000	0.0000	<a href="#">Edit</a> <a href="#">Delete</a>
	Instructional Costs	Materials/Supplies	paper	\$19,900	0.0000	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total Instructional Costs</b>				<b>\$99,900</b>	<b>49.9126</b>	
	Career Services			\$98,450	0.0000	<a href="#">Edit</a> <a href="#">Delete</a>
	Career Services	Personnel	Salary and Fringe	\$150	0.0000	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total Career Services</b>				<b>\$98,600</b>	<b>49.2631</b>	
<b>Core Services TOTAL</b>				<b>\$200,150</b>	<b>100.00</b>	<a href="#">Edit</a> <a href="#">Delete</a>
<b>GRAND TOTAL</b>				<b>\$200,150</b>	<b>100.00</b>	<a href="#">Edit</a> <a href="#">Delete</a>

 Add Budget Item


**Set the Budget Status**

Select Budget Status: **Select Status:**

Notes:

 Submit Budget Status

 View Status History

 Return to Budget Search

Click on the **Add Budget Item** button.


From the dropdown lists, select:

- Add or Edit Budget Item
- Cost Category
- Cost Subcategory

**Total Budget Amount:** \$200,150

**Budget Items:**

Service Type	Category	Subcategory	Item Description	Cost	PCT	Message		
	Administrative Costs	Personnel	Salary and Fringe	\$1,650	0.0000		<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total Administrative Costs</b>				<b>\$1,650</b>	<b>0.8244</b>			
	Instructional Costs		Personnel	\$80,000	0.0000		<a href="#">Edit</a>	<a href="#">Delete</a>
	Instructional Costs	Materials/Supplies	paper	\$19,900	0.0000		<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total Instructional Costs</b>				<b>\$99,900</b>	<b>49.9126</b>			
	Career Services			\$98,450	0.0000		<a href="#">Edit</a>	<a href="#">Delete</a>
	Career Services	Personnel	Salary and Fringe	\$150	0.0000		<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total Career Services</b>				<b>\$98,600</b>	<b>49.2631</b>			
<b>Core Services TOTAL</b>				<b>\$200,150</b>	<b>100.00</b>		<a href="#">Edit</a>	<a href="#">Delete</a>
<b>GRAND TOTAL</b>				<b>\$200,150</b>	<b>100.00</b>		<a href="#">Edit</a>	<a href="#">Delete</a>

 Add Budget Item

**Add or Edit a Budget Item**

Cost Category: **Select Cost Category** \*

Cost Subcategory: **Administrative Costs**

Description: ☐ **Operational Costs**

Cost (\$):  **Instructional Costs**

☐ **Equipment Costs**

☐ **Other Costs**

☐ **GED/Refreshments**

☐ **Corrections**

☐ **Professional Development**

☐ **Performance Funding**

☐ **Plug-Ged In**

☐ **Federal Supplemental**

☐ **Skill Up**

☐ **Transitions**


☐ **Startup**


☐ **AO Phase II Mentor Colleges**

☐ **AO Start-Up Planning Grants**

☐ **P2P-Paths 2 Promise**

☐ **Career Services**

 Save Budget Item

 Return to Budget

Choose the applicable subcategory based on the category.

On the cost line, **do not enter decimals**. After editing, click the **Save Budget Item** button.

Break Out Personnel expenses (no decimals allowed in this field).

NOTE: Budget must balance before Submit is allowed. Budget numbers are to be whole numbers; only invoice numbers allow decimals.

Any other funding besides Core is added by KYAE staff (e.g. Performance Funding or Federal Supplement). Local programs may edit Core only when budget amendments are allowed.

Once budget editing is complete, set the Budget Status as Submitted to Approver. The approver reviews and then (if approved) sends to KY Skills U (Approved and Sent to KYAE).

NOTE: While a budget is pending approval, Finance Module does not allow access to invoices.

## Edit Inventory

### GENERAL NOTES:

Inventory is accessible regardless of the budget status.

Every county has a separate inventory (even in multi-county provider situations).

Inventory must be submitted by August 31 or you could be locked out of invoices.

Go to **Main Menu**.

Go to **Process Inventory Reports**.

Choose the previous FY and county. Click the **Search** button.

**Kentucky Adult Education Finance Module Version 2.9.2.1**  
3/20/2018 10:25:18 AM

**Edit Inventory Report**

County: TESTCOUNTY Contract: CPE Test 2016 Status: ACCEPTED Fiscal Year: 2016  
Submitted By: Submitted Date:  
Last Updated By: aerinadm Last Updated Date: 5/23/2016 5:43:00 PM

[Print Report](#)

Purchase Date	Inv. Item	Unit Cost	Qty	Total Cost	Desc/Serial #	Brand/Vendor	Physical Location	Item Use
7/1/2015	test	\$50.00	1	\$50.00	test001	me	test	Admin
<b>GRAND TOTAL</b>				<b>\$50.00</b>				

[View Notes](#)  
[Add Inventory Item](#)  
[Return](#)  
[Reject Report](#) [Accept Report](#)

**Select** the inventory. Get the list.

**Update** the inventory before cloning.

Options:

Surplus

Add New

Delete Previous Surplus\*

Click **Clone Inventory** (NOTE: Always clone the previous inventory; do not Add New Inventory Report). Choose the county from the dropdown and click Save.

\*NOTE: Surplus must show on the inventory at least one fiscal year before it can be deleted.

Once updating is complete, click on the **Clone Inventory** button.

Return to the Main Menu.

Go to Process Inventory Reports.

Choose the current Fiscal Year. Make changes, if necessary.

Click the **Submit Report** button.

Kentucky Skills U reviews and accepts Inventory Reports.

## Process Amendments

NOTE: Amendments to a budget may not be filed until October 1. This feature is invisible until that point. The deadline to file is outlined in your contract. Old budgets may still be viewed but not amended.

- ➔ Go to **Process Budget Forms**.
  - Choose the current FY and county.

- ➔ Click on **Amendment**.

- ➔ Click **Save**.

- ➔ Select **Pending Amendment**.

Configure the new budget according to your needs, but be sure not to reduce any lines to be below what has already been spent year-to-date.

You may **Edit**, **Delete**, or **Add** line items.

- ➔ After editing is complete, then **Set the Budget Status**. The Preparer “Submits to Approver”. The Approver submits to KY SKILLS U. This now goes through the same approval process as an initial budget.

Personnel (staff and users) can be updated at any time during the year. If you are not in a budget amendment, the total allocation for Instructional or Administrative personnel cannot change.

Budget definitions may be found on the Kentucky Skills U website  
(<http://www.kyae.ky.gov/educators/resources/BudgetDefinitions.pdf>)

## Glossary of Fields and Terms

**Assigned Staff:** The staff member or instructor who may be considered the primary point of contact regarding a student's status or situation.

**Barriers to Employment:** (Per NRS Technical Assistance Guide December 2017, pp. 42-43)

**Definitions.** WIOA requires each core program to report the performance indicators disaggregated by barriers to employment. These barriers are presumed to affect placement of the participant in unsubsidized employment and are self-identified by the participant at entry into each PoP. Programs should report all categories to which the participant identifies.

- **Displaced homemaker**—The participant has been providing unpaid services to family members in the home and (a) has been dependent on the income of another family member but is no longer supported by that income; (b) is the dependent spouse of a member of the armed forces on active duty whose family income is significantly reduced because of (i) a deployment or a call or order to active duty pursuant to a provision of law, (ii) a permanent change of station, or (iii) the service-connected death or disability of the member; and (c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- **Exhausting Temporary Assistance for Needy Families (TANF) within 2 years**—The participant is within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether he or she is receiving these benefits at program entry.
- **Ex-offender**—The participant is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
- **Homeless or runaway youth**—The participant lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). However, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that fact alone, be recorded as homeless.
- **Long-term unemployed**—The participant has been unemployed for 27 or more consecutive weeks.
- **Low-income**—The participant (a) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving in the past 6 months assistance through the Supplemental Nutrition Assistance Program (SNAP), the TANF program, the Supplemental Security Income (SSI) program, or State or local



income-based public assistance; (b) is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) is a youth who receives, or is eligible to receive, a free or reduced-price lunch; (d) is a foster child on behalf of whom State or local government payments are made; (e) is a participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) is a homeless participant or homeless child or youth or runaway youth; or (g) is a youth living in a high-poverty area.

- **Migrant and seasonal farmworker**—The participant is a low-income individual who for 12 consecutive months out of the 24 months prior to application for the program involved has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment, and faces multiple barriers to economic self-sufficiency.
- **Individual with disabilities**—The participant indicates that he or she has any disability, defined as a physical or mental impairment that substantially limits one or more of the person's major life activities, as defined under the Americans with Disabilities Act of 1990.
- **Single parent**—The participant is a single, separated, divorced, or widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).
- **Youth in foster care or who has aged out of system**—The participant is a person who is currently in foster care or has aged out of the foster care system.

**Cell Phone:** Mobile phone number.

**CIP Code:** The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000. See also: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

**City:** City or town where learner resides.

**Class: Definition per the KY SKILLS U Skills U Implementation Guidelines:**

- Must be taught by an instructor and should use syllabi, lesson plans, and standards-based curricula.
- Should employ differentiated instruction when necessary to meet the needs of students at various levels. Differentiated instruction is especially important for small programs. Simply put, differentiated instruction employs multiple instructional approaches so that the teacher is effectively reaching students who are at various academic levels and have various learning styles.
- Should have a duration based on intended student learning outcomes (i.e., 45 hours, 6 weeks for post-testing, etc.).

- Should use technology in the learning environment that supports 21st century skills. Technology may include: using digital copies, using common digital display (e.g., monitor, projector, white board), and digital content for instruction (e.g., KET's Fast Forward, EdReady, and/or Khan Academy).
- Include various instructional styles, strategies, adaptations, and resources to meet the needs of all students, including those with learning differences and/or challenges.
- Integrate employability and digital literacy skills into academic instruction.
- May have varied timeframes and may be adjusted as necessary (for example, mid-session) based on student and program needs. May allow students to enter a class in progress; providing the student's assessment suggests that the student is prepared for the material being covered at that point in the class.

**Contact Time:** Per NRS Technical Assistance Guide December 2017 (p. 46), Contact Hours are defined as: "Hours of instruction or instructional activity that the participant receives from the program. Instructional activity includes any program-sponsored activity designed to promote learning in the program curriculum, such as classroom instruction, assessment, tutoring, or participation in a learning lab. Time spent on assessment can be counted only if the assessment is designed to inform placement decisions, assess progress, or inform instruction. Time used simply to administer tests, such as the GED tests, cannot be counted as instructional activity."

**Counseling:** Time set aside on a regular basis for the Career Navigator to provide information to participants related to their career pathway.

**Data Matching Consent:** Student gives consent to release demographic and testing information for educational purposes, such as data matching. Documentation of a signed release form is required in the student folder.

**Date of Birth:** Entered MM/DD/YYYY. Be aware that many students from outside the United States may write the day first and the month second. Clarify with the learner, if necessary.

**Distance Learning** – Per NRS Technical Assistance Guide December 2017 (p. 48), Distance Education is defined as: "Formal learning activity where students and instructors are separated by geography, time, or both for the majority of the instructional period. Distance learning materials are delivered through a variety of media, including but not limited to, print, audio recording, videotape, broadcasts, computer software, Web-based programs, and other online technology. Teachers support distance learners through communication by mail, telephone, e-mail, or online technologies and software."

Students may begin or supplement their studies using a distance learning product. Options are:

- ALEKS
- Aztec Adult Education
- Burlington English

- EdReady Math
- Essential Education
- FastForward
- ITTS
- Khan Academy
- Other Software
- Paper Products
- Personal Contact (to be used for follow-up communications only)
- USALearns
- WIN

**Email:** The learner should provide a valid email address that is accessible (i.e., the learner knows or can recover the password). If the learner enrolls in WIN, this email is used. ***Double-check accuracy of emails before entering into KAERS. Once this email is saved, it can only be changed by a KAERS programmer.***

### Employment Status

**NOTE:** Under WIOA, ALL enrolled students are counted in the cohort for employment follow-up measures EXCEPT those who are currently in a correctional facility.

- Correctional Facility – “Any prison, jail reformatory, work farm, detention center, or any other Federal, State, or local institution designed for the confinement or rehabilitation of criminal offenders.” (*NRS Implementation Guidelines Feb. 2016, p. 50*)
- Not in Labor Force – Student identifies as not seeking employment, or student is not eligible to work in the US.
- Employed Full/Part Time
- Employed But Notice Termination – Student is employed but has been notified of an impending layoff, facility closure, etc.
- Unemployed – Student identifies as not currently employed but seeking employment.

### Enrollment Source

- **Community Partner:** Libraries, churches, Housing Authority, Community Action Council, Health Department, Rehab Centers, Private Medical Facilities, Drug and Alcohol Treatment Programs, etc. (not court-ordered)
- **Employer/Business:** Companies, factories, stores, and other employers.
- **Judicial/Incarcerated/Corrections:** County jails, state prisons, halfway houses. Diversion programs. Court-ordered individuals.
- **Media Influence:** Advertisements via television, radio, social media, newspapers, outdoor signage.
- **Personal Referral (Word of Mouth):** A friend or family member; also a returning student.
- **Post-Secondary School Referral:** A college advisor or admissions officer.
- **Secondary School Referral:** A high school counselor or teacher.

- **Walk-In (Not Referred):** The student finds the learning center independently of any outside influence.
- **WIOA Core Partner:** Office of Vocational Rehabilitation (OVR), Office of Employment and Training (OET), One-Stops, Kentucky Career Centers, Area Development Districts (ADD), Workforce Investment Boards (WIB).

## Exclusions

### Participant Exclusions

**The following reasons for EXIT allow the exclusion of a participant from ALL performance indicators:**

Exit is due to the participant becoming incarcerated or entered into a 24-hour support facility such as a hospital or treatment center

Exit is due to medical treatment that lasts more than 90 days

Participant is deceased

Exit is due to being called into active duty in the National Guard or other armed services for at least 90 days

**Facilitated labs** (i.e., instructor-led) – Per the KY SKILLS U Implementation Guidelines: “Can be designed for students who miss the start of a new class or need additional assistance. Instructor-led labs allow students who do or do not attend scheduled classes to have an alternative learning opportunity allowing them to accomplish their educational goals without creating another barrier to their success.”

**First Name:** Given name of learner (as learner reports it).

**Gender:** Whether the student self-identifies as male or female.

**General Enrollment:** This enrollment type indicates only demographic and possibly testing information for the student. This student has not yet been enrolled in a specific adult education program.

**Hispanic Origin:** Per NRS: “A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term ‘Spanish origin’ can be used in addition to ‘Hispanic/Latino or Latino.’” (Technical Assistance Guide, p. 44)

**How did you hear about us?:** The answer to this question should come from directly asking the learner, either verbally or through a registration form. These answers help inform an understanding of how adult education learners find our programs. This knowledge can benefit programs and KY SKILLS U as they implement recruitment efforts.

**IET Types (All definitions taken from TEGL 19-16. See that memo for further information.)**

- Combined Workforce Training
- Customized Training – “Customized training is designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire and individual upon successful completion of the training.”
- Entrepreneurial Training – Training is provided to enable the individual to become self-employed.
- Incumbent Worker Training – “IWT provides both workers and employers with the opportunity to build and maintain a quality workforce and is governed by sections 20 CFR 680.780 through .820 of the Final Rule. IWT is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs.”
- Occupational Skills Training
- On-the-job Training – “WIOA provides for State and Local WDB to provide up to 50 percent of the wage rate of the participant to employers for the costs of training while the participant is in the program. OJT contracts may also be entered into with the RA program sponsors or participating employers in registered apprenticeship programs consistent with 20 CFR 680.700.”
- Private Sector Training Programs
- Skill Upgrade and Retraining
- Transitional Jobs – “Is a time limited work experience that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local Workforce Development Board. These jobs are designed to enable an individual to establish a work history, demonstrate, work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.”

**In-Kind Employee:** An in-kind employee is someone who works for the adult education center as a paid employee, but that person’s salary does not come from the KY SKILLS U Basic Grant. Typically this person’s salary is provided by the fiscal agent.

**Initial Tests:** Initial Enrollment and Initial Test Scores are tests entered within the first two weeks of enrollment and the first 20 hours of contact time. They can count for Measurable Skill Gains.

**Intent:** The intent is the reason or reasons a student is enrolled. At least one intent must be selected, but more than one can be chosen. Intent is not a goal, and it does not appear on the performance report.

- **Basic Skills Acquisition:** Anyone seeking basic skills improvement, such as for the ASVAB, Para-Educator Exam, to help children with homework, etc., who does not fall into one of the other intent categories.
- **Gain Employment:** Anyone who needs to get a job.

- **GED:** Anyone who needs to earn the high school equivalency, regardless of entry level.
- **KESC:** Anyone who needs to earn the Kentucky Essential Skills Certificate.
- **Learn English Language:** Anyone who does not speak English fluently.
- **NCRC:** Anyone who needs to earn the National Career Readiness Certificate.
- **Transition to College:** Anyone who needs to transition to post-secondary education.

**Last Grade Completed:** This is the last full grade the learner completed.

**Last Name:** Family name of learner. Be aware that some students from Asia may write their family name first. Also, learners from Latin American countries might use two last names. Consult the learner to determine which is preferred.

**Living Area (Rural/Urban):** NRS defines a rural area as “a place with a population of less than 2,500 that is not near any metropolitan area with a population greater than 50,000, or in a city with adjacent areas of high density.” (Implementation Guidelines February 2016, p. 47)

**MI:** Middle Initial. Not required.

**NCRC:** National Career Readiness Certificate. The NCRC is a certification awarded upon successfully passing three ACT WorkKeys tests: Applied Mathematics, Reading for Information, and Locating Information. The scores fall into three levels accepted by Kentucky: Silver, Gold, and Platinum. The overall NCRC award is based on the lowest of the three scores. For example, if a student scores Platinum in Applied Math and Reading for Information but Silver in Locating Information, then the student is awarded a Silver NCRC.

**Orientation/Assessment:** A scheduled time to admit new students into the program through assessment, completion of necessary forms, and orientation to the program’s offerings.

**Participant:** A student who has received at least 12 hours of contact time.

**Period of Participation:** Program entry is the date on which a reportable individual enrolls in an adult education program. Program exit occurs when the participant has not received services for the past 90 days and has no additional services scheduled (NRS, LEAP into WIOA, part 2). The period of participation is the time between entry and exit.

### **Program Type**

There are three program types for a student enrollment. Choose the appropriate one for the student’s situation:

- **Adult Education or ESL:** This is the largest category. Any student who will receive instruction in preparation for level gains or GED attainment is entered

into this program type. Almost all students who test in Levels 1-12 are entered here.

- **AE/ESL Carry-Over Achievement:** This category is for students who received instruction in the program year immediately prior to the current year and who are re-entering the program simply for the purpose of completing the GED.
- **Official Practice Test (OPT) / Paraeducator:** This category is for students who do NOT need instruction to make a level gain or prepare for GED testing or Para-educator testing. Students in this category would be entered with a Ready test.

**Race:** You can select more than one category. NRS defines the fields as follows:

- **American Indian or Alaska Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African-American**—A person having origins in any of the Black racial groups of Africa.
- **Hispanic/Latino of any race**—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic/Latino or Latino.”
- **Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Two or more races**—A person having origins in two or more race categories and not Hispanic/Latino.
- Students who identify themselves as **Hispanic/Latino** are reported **only** in that category.

**Reportable Individual:** A person who has received less than 12 hours of contact time.

**Secondary Education Credential:**

- GED/High School Equivalency – This category includes the standardized high school equivalency exams, such as GED®, HI-SET, and TASC.
- High School Diploma – A traditional diploma from a US-based high school within the 50 states or the District of Columbia.
- Other High School Equivalency – An alternative certificate from a US-based high school, such as those awarded to students in special education.
- Non-US Based High School Diploma – A diploma from a secondary institution outside the United States. This includes US territories.

**Site:** A place of instruction which has a different physical address from the main location. A site should not have the same address as a county’s main learning center.

**SSN:** Social Security Number. If the student does not have a SSN, then you will need to create a placeholder. This is a combination of letters and numbers. You can generate a pseudo one using your location code and four additional digits. For example, the first pseudo SSN for location code C9999 would be C99-99-0001, the second pseudo one would be C99-99-0002, and so on.

**State:** This defaults to Kentucky.

**Street:** Street and number plus apartment information, if applicable. For Corrections students, use the last place of residence. If at all possible, do not use the address of the detention center.

### **Type of Services**

- Adult Ed at the Workplace
- Fall AO – This service should be marked by close of business on the first day of classes, for compliance with Pell Grant reporting. AO students **MUST** be concurrently enrolled in Adult Education and College classes to ensure receipt of their federal grant money.
- Spring AO – (See above parameters.)
- Corrections – “Any prison, jail reformatory, work farm, detention center, or any other Federal, State, or local institution designed for the confinement or rehabilitation of criminal offenders.” (*NRS Implementation Guidelines Feb. 2016, p. 50*)
- EL/Civics
- Family Literacy
- Corrections – Incarcerated.
- SNAP E&T Treatment – See Paths to Promise Guidelines.
- GED Express
- IET – “The term ‘Integrated Education and Training’ means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.” *WIOA Legislation, H.R. 803 Sec 203(11)*
- SNAP E&T Control – See Paths to Promise Guidelines.

**Years Out of School:** The number of years since the learner attended secondary or elementary school.

**ZIP:** The basic 5-digit ZIP code is required; the Plus-4 is optional.



## WIOA New Data Elements and Definitions: Barriers to Employment (Definitions taken from WIOA PIRL ETA-9170)

<p>Individual with a Disability (WIOA)</p>	<p>Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.</p> <p>Record 0 if the participant indicates that he/she does not have a disability that meets the definition.</p> <p>Record 9 if the participant did not self-identify.</p>
<p>Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)</p>	<p>Record 1 if the participant, at program entry:</p> <ul style="list-style-type: none"> <li>(a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who: <ul style="list-style-type: none"> <li>(i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</li> <li>(ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;</li> <li>(iii) is living in an emergency or transitional shelter;</li> <li>(iv) is abandoned in a hospital; or</li> <li>(v) is awaiting foster care placement;</li> </ul> </li> <li>(b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;</li> <li>(c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or</li> <li>(d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</li> </ul> <p>This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>
<p>Displaced Homemaker</p>	<p>Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who:</p> <ul style="list-style-type: none"> <li>(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in sec. 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in sec. 101(16) of title 38, United States Code) death or disability of the member; and</li> <li>(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</li> </ul> <p>Record 0 if the participant does not meet the conditions described above.</p>

Ex-Offender Status at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p> <p>Record 9 if the participant did not disclose.</p>
Youth in Foster Care/Aged Out of System	<p>Record 1 if the participant, at program entry, is a person who is currently in foster care or has aged out of the foster care system.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>
Single Parents	<p>Record 1 if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>Record 9 if the participant did not self-identify.</p>
Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry.</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>Record 9 if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).</p>
Long-Term Unemployed	<p>Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks.</p> <p>Record 0 if the participant does not meet the condition described above.</p>

Low Income Status at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is a person who:</p> <ul style="list-style-type: none"> <li>(a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: <ul style="list-style-type: none"> <li>(i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);</li> <li>(ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);</li> <li>(iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or</li> <li>(iv) State or local income-based public assistance.</li> </ul> </li> <li>(b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;</li> <li>(c) Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);</li> <li>(d) Is a foster child on behalf of whom State or local government payments are made;</li> <li>(e) Is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;</li> <li>(f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #700); or</li> <li>(g) Is a youth living in a high-poverty area.</li> </ul> <p>Record 0 if the participant does not meet the criteria presented above.</p>
Cultural Barriers at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.</p> <p>Record 0 if the participant does not meet the conditions described above.</p> <p>Record 9 if the participant did not self-identify.</p>
Migrants and Seasonal Farmworkers	<p>Record 1 if the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency.</p> <p>Record 2 if the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.</p> <p>Record 3 if the participant, at program entry, is a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.)</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p>
Dislocated Worker Status	<p>Record 1 if the participant received services under WIOA sec. 133(b)(2)(B) as a person who—</p> <p>(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an</p>

	<p>employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation;</p> <p>(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA sec. 134(c)(3), career services described in WIOA sec. 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;</p> <p>(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters;</p> <p>(D) is a displaced homemaker; or</p> <p>(E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in WIOA sec. 3(16)(B).</p> <p>Record 2 if the participant received services under WIOA sec. 133(a).</p> <p>Record 3 if the participant received under WIOA secs. 133(b)(2)(B) and 133(a).</p> <p>Record 0 if the participant did not receive services under the condition described above.</p>
Basic Skills Deficient/ Low Level Literacy	<p>Record 1 if the participant is, at program entry:</p> <p>A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or</p> <p>B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.</p> <p>Record 0 if the participant does not meet the conditions described above.</p> <p>Operationalization: All students who enter at NRS Level 4 or below in any subject are in this category.</p>
English Language Learner at Program Entry	<p>Record 1 if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>

## Appendix A: Statutes Surrounding the KAERS Security Agreement

### **341.190 Records and reports -- Confidential treatment -- Exceptions.**

(1) Each employing unit shall keep true and accurate work records of all workers employed by it, of the wages paid by it to each worker, and such other information as the secretary of the Education and Workforce Development Cabinet considers necessary for the proper administration of this chapter. The records shall be open for inspection and subject to being copied by the secretary or his or her authorized representatives at any reasonable time and as often as necessary.

(2) The secretary may require any employing unit to furnish to the cabinet at its central office from time to time information concerning the total amounts of wages paid, total number of persons employed, an individual record of each worker employed, an individual record of each worker whose employment has been terminated or who has been laid-off, an individual wage and hour record of each worker employed part time entitled to benefits, and other related matters, including hours worked, which the secretary considers necessary to the effective administration of this chapter.

(3) Information obtained from an employing unit or individual and other records made by the cabinet in the administration of this chapter are confidential and shall not be published or be open for public inspection, except as provided below:

(a) Information and records may be made available to public employees in the performance of their duties, but the agency receiving the information and records shall assure the confidentiality, as required in this section, of all information and records so released by entering into a written, enforceable, and terminable agreement with the cabinet and by satisfying the safeguards set forth in the federal confidentiality and disclosure requirements as prescribed by 42 U.S.C. sec. 503, 26 U.S.C. sec. 3304, and 20 C.F.R. sec. 603.9;

(b) A claimant or employing unit or his legal representative shall be provided, upon request, information and records maintained by the cabinet in the administration of his claim, his reserve account, his reimbursing employer account, or any proceeding under this chapter to which he is a party;

(c) A public official with authority under state or federal law to obtain the information and records by subpoena, other than a clerk of court on behalf of a litigant, shall be provided information and records upon service of a duly issued subpoena;

(d) A federal official, when required for the purposes of oversight and auditing of the unemployment insurance program, shall be provided information and records;

(e) Statistical information derived from information and records obtained or made by the cabinet may be published, if it in no way reveals the identity of any claimant or employing unit; and

(f) Nothing in this section shall preclude the secretary or any employee of the cabinet from testifying in any proceeding under this chapter or in any court, or from introducing as evidence information or records obtained or made by the cabinet in an action for violation of state or federal law to which the cabinet is a party or upon order of the court.

(4) Disclosures shall be made under subsection (3) of this section only if:

(a) The disclosure is necessary for the proper administration of the unemployment insurance program;

(b) No more than an incidental amount of staff time or a nominal processing cost is required to make the disclosure; or

(c) The cost of providing the information and records is paid by the recipient prior to the disclosure, consistent with federal laws and regulations, except this requirement shall not apply to disclosures made under subsection (3)(c) and (f) of this section if the cabinet attempts without success to recover the cost of disclosure. For disclosures made to public employees under subsection (3)(a) of this section, this requirement shall be met if the agency provides a reciprocal benefit to the cabinet in the

administration of the unemployment insurance program, or if a reasonable reimbursement for the disclosure shall be determined under federal law.

(5) Any disclosure or use of information and records that is inconsistent with the provisions of this section shall be subject to the penalty prescribed in KRS 341.990(11).

(6) No information or records held confidential under subsection (3) of this section shall be the subject matter or basis for any suit for slander or libel in any court, but no employer or employee, or his representative, testifying before the commission, the secretary, or any duly authorized representative thereof, shall be exempt from punishment for perjury.

**Effective:** June 25, 2009

**History:** Amended 2009 Ky. Acts ch. 11, sec. 74, effective June 25, 2009. -- Amended 2008 Ky. Acts ch. 111, sec. 1, effective July 15, 2008. -- Amended

2006 Ky. Acts ch. 211, sec. 137, effective July 12, 2006. -- Amended 1996 Ky. Acts ch. 266, sec. 6, effective July 15, 1996; and ch. 271, sec. 17, effective July

15, 1996. -- Amended 1990 Ky. Acts ch. 6, sec. 3, effective July 13, 1990. -- Amended 1980 Ky. Acts ch. 188, sec. 267, effective July 15, 1980. --Amended

1974 Ky. Acts ch. 74, Art. VI, sec. 99. -- Amended 1950 Ky. Acts ch. 206, sec. 1.

-- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky.

Stat. sec. 4748g-4.

### **341.990 Penalties.**

(1) Except as otherwise provided in subsection (11) of this section, any employee of any state agency who violates any of the provisions of KRS 341.110 to 341.230 shall be guilty of a Class B misdemeanor.

(2) Any person subpoenaed to appear and testify or produce evidence in an inquiry, investigation, or hearing conducted under this chapter who fails to obey the subpoena shall be guilty of a Class B misdemeanor.

(3) Any subject employer, or officer or agent of a subject employer, who violates subsection (1) of KRS 341.470 shall be guilty of a Class A misdemeanor.

(4) Any person who violates subsection (2) of KRS 341.470 shall be guilty of a Class A misdemeanor.

(5) Any person who knowingly makes a false statement or representation of a material fact or knowingly fails to disclose a material fact to the secretary to obtain or increase any benefit under this chapter or under an employment security law of any other state, or of the federal government, either for himself or for any other person, business entity, or organization shall be guilty of a Class A misdemeanor unless the value of the benefits procured or attempted to be procured is one hundred dollars (\$100) or more, in which case he shall be guilty of a Class D felony.

(6) (a) Any person who knowingly makes a false statement or representation, or who knowingly fails to disclose a material fact to prevent or reduce the payment of benefits to any worker entitled thereto, or to avoid becoming or remaining subject to this chapter, or to avoid or reduce any payment required of an employing unit under this chapter shall be guilty of a Class A misdemeanor unless the liability avoided or attempted to be avoided is one hundred dollars (\$100) or more, in which case he shall be guilty of a Class D felony.

(b) Any person who willfully fails or refuses to furnish any reports required, or to produce or permit the inspection or copying of records required in this chapter shall be guilty of a Class B misdemeanor. Each such false statement, representation or failure and each day of failure or refusal shall constitute a separate offense.

(7) In any prosecution for the violation of subsection (5) or (6) of this section, it shall be a defense if the person relied on the advice of an employee or agent of the Office of Employment and Training, Department of Workforce Investment.

(8) Any person who willfully violates any provision of this chapter or any rule or regulation under it, the violation of which is made unlawful or the observance of which is required under the terms of this chapter, and for which no specific penalty is prescribed in this chapter or in any other applicable statute, shall be guilty of a violation. Each day the violation continues shall constitute a separate offense.

(9) In addition to the higher rates imposed under KRS 341.540(7), any person, whether or not an employing unit, who knowingly advises or assists an employing unit in the violation or attempted violation of KRS 341.540 or any other provision of this chapter related to determining the assignment of a contribution rate shall be subject to a civil monetary penalty of not less than five thousand dollars (\$5,000).

(10) Proceeds from all penalties imposed under subsection (9) of this section and KRS 341.540 shall be deposited in the unemployment compensation administration account and shall be expended solely for the cost of administration of this chapter consistent with KRS 341.240.

(11) Any person who violates the confidentiality provision in KRS 341.190(3) shall be guilty of a Class A misdemeanor.

#### **434.845 Unlawful access to a computer in the first degree.**

(1) A person is guilty of unlawful access to a computer in the first degree when he or she, without the effective consent of the owner, knowingly and willfully, directly or indirectly accesses, causes to be accessed, or attempts to access any computer software, computer program, data, computer, computer system, computer network, or any part thereof, for the purpose of:

(a) Devising or executing any scheme or artifice to defraud; or

(b) Obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, presentations, or promises.

(2) Unlawful access to a computer in the first degree is a Class C felony.

**Effective:** July 15, 2002

**History:** Amended 2002 Ky. Acts ch. 350, sec. 2, effective July 15, 2002. -- Created 1984 Ky. Acts ch. 210, sec. 2, effective July 13, 1984.

#### **434.850 Unlawful access to a computer in the second degree.**

(1) A person is guilty of unlawful access to a computer in the second degree when he or she, without the effective consent of the owner, knowingly and willfully, directly or indirectly accesses, causes to be accessed, or attempts to access any computer software, computer program, data, computer, computer system, computer network, or any part thereof, which results in the loss or damage of three hundred dollars (\$300) or more.

(2) Unlawful access to a computer in the second degree is a Class D felony.

**Effective:** July 15, 2002

**History:** Amended 2002 Ky. Acts ch. 350, sec. 3, effective July 15, 2002. -- Created 1984 Ky. Acts ch. 210, sec. 3, effective July 13, 1984.

#### **434.851 Unlawful access in the third degree.**

(1) A person is guilty of unlawful access in the third degree when he or she, without the effective consent of the owner, knowingly and willfully, directly or indirectly accesses, causes to be accessed, or attempts to access any computer software, computer program, data, computer, computer system, computer network, or any part thereof, which results in the loss or damage of less than three hundred dollars (\$300).

(2) Unlawful access to a computer in the third degree is a Class A misdemeanor.

**Effective:** July 15, 2002

**History:** Created 2002 Ky. Acts ch. 350, sec. 4, effective July 15, 2002.

**434.853 Unlawful access in the fourth degree.**

(1) A person is guilty of unlawful access in the fourth degree when he or she, without the effective consent of the owner, knowingly and willfully, directly or indirectly accesses, causes to be accessed, or attempts to access any computer software, computer program, data, computer, computer system, computer network, or any part thereof, which does not result in loss or damage.

(2) Unlawful access to a computer in the fourth degree is a Class B misdemeanor.

**Effective:** July 15, 2002

**History:** Created 2002 Ky. Acts ch. 350, sec. 5, effective July 15, 2002.

**434.855 Misuse of computer information.**

(1) A person is guilty of misuse of computer information when he or she:

(a) Receives, conceals, or uses, or aids another in doing so, any proceeds of a violation of KRS 434.845; or

(b) Receives, conceals, or uses or aids another in doing so, any books, records, documents, property, financial instrument, computer software, computer program, or other material, property, or objects, knowing the same to have been used in or obtained from a violation of KRS 434.845.

(2) Misuse of computer information is a Class C felony.

**Effective:** July 15, 2002

**History:** Amended 2002 Ky. Acts ch. 350, sec. 6, effective July 15, 2002. -- Created 1984 Ky. Acts ch. 210, sec. 4, effective July 13, 1984.

**434.860 Venue.**

For the purpose of venue under the provisions of KRS 434.845, 434.850, 434.851, 434.853, or 434.855, any violation of KRS 434.845, 434.850, 434.851, 434.853, or 434.855 shall be considered to have been committed: in any county in which any act was performed in furtherance of any transaction violating KRS 434.845, 434.850, 434.851, 434.853, or 434.855; in any county in which any violator had control or possession of any proceeds of said violation or of any books, records, documents, property, financial instrument, computer software, computer program or other material, objects, or items which were used in furtherance of said violation; and in any county from which, to which or through which any access to a computer, computer system, or computer network was made whether by wires, electromagnetic waves, microwaves, or any other means of communication.

**Effective:** July 15, 2002

**History:** Amended 2002 Ky. Acts ch. 350, sec. 7, effective July 15, 2002. -- Created 1984 Ky. Acts ch. 210, sec. 5, effective July 13, 1984.



## Appendix B: User Roles

### Advanced Field User

\*Location : TEST 2 ANDERSON County Adult Education

Role : Advanced Field Use

Status : Active ✓

Start Date : 11/July/2017

#### Module

<input type="checkbox"/>	Module	Create	Read	Update	Delete
<input type="checkbox"/>	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manage Locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Request Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Application

<input type="checkbox"/>	Application
<input type="checkbox"/>	Finance

### Basic Field User

\*Location : TEST 2 ANDERSON County Adult Education

Role : Basic Field User

Status : Active ✓

Start Date : 11/July/2017

#### Module



<input type="checkbox"/>	Module	Create	Read	Update	Delete
<input type="checkbox"/>	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Manage Locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Request Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Application

<input type="checkbox"/>	Application
<input type="checkbox"/>	Finance

## Field Administrator

\*Location :  Role :

Status :   Start Date :  

**Module**



<input type="checkbox"/>	Module	Create	Read	Update	Delete
<input type="checkbox"/>	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manage Locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Request Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Application**

<input type="checkbox"/>	Application
<input type="checkbox"/>	Finance

## Field Staff

\*Location :  Role :  \*

Status :   Start Date :  

**Module**



<input type="checkbox"/>	Module	Create	Read	Update	Delete
<input type="checkbox"/>	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Manage Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Request Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Application**

<input type="checkbox"/>	Application
<input type="checkbox"/>	Finance

## Field Supervisor

\*Location :  Role :

Status :   Start Date :  

**Module**

<input type="checkbox"/>	Module	Create	Read	Update	Delete
<input type="checkbox"/>	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Manage Locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Request Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Application**

<input type="checkbox"/>	Application
<input type="checkbox"/>	Finance

**TABE 11&12/NRS Level Comparison of Scale Scores**

UNDER CONSTRUCTION

**TABE 9&10/NRS Level Comparison of Scale Scores**

**MATH**

TABE Levels	NRS 1		NRS 2		NRS 3		NRS 4		NRS 5		NRS 6	
	0	313	314	441	442	505	506	565	566	594	595+	
	L	0	182	348	440							
	E		200	308	440	500						
	M			307		440	503	548				
D					442		504		572	601		
	A						528				613+	

**LANGUAGE**

TABE Levels	NRS 1		NRS 2		NRS 3		NRS 4		NRS 5		NRS 6	
	0	389	390	490	491	523	524	559	560	585	586+	
	E	235	397	490	523							
	M		396		492	520	546					
D					492		524	556	581			
	A						541	564+				

**READING**

TABE Levels	NRS 1		NRS 2		NRS 3		NRS 4		NRS 5		NRS 6	
	0	367	368	460	461	517	518	566	567	595	596+	
	L	160	253 360	457								
	E		246	368	460	516						
M				374		464	517	549				
					463		519	561	595			
D								538	568+			
	A											

2 Grade Levels Below	Content Range	2 Grade Levels Above
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